School food authorities (SFAs) can use this form to identify their procurement plan for the U.S. Department of Agriculture’s (USDA) school nutrition programs. School nutrition programs include the National School Lunch Program (NSLP), School Breakfast Program (SBP), Afterschool Snack Program (ASP) of the NSLP, Seamless Summer Option (SSO) of the NSLP, Special Milk Program (SMP), and Fresh Fruit and Vegetable Program (FFVP).

Approval authority is required by procurement method and estimated value, as indicated below.

* **Local purchase threshold:** $0-1,500 with approved purchase order by director of food service, accounting, or purchasing. Purchase using district account at established locations, by purchase card, or reimbursement to employee making purchase, if approved as noted above.
* **Local small purchase threshold:** $1,501-$3,500 requires three quotes and same approvals as above.
* **Sealed bid/competitive proposals:** $10,000 and above with same approvals as above and additional approval by the associate superintendent of finance, instruction, or operations.
* **Sealed bid/competitive proposals:** Above $10,001-$20,000 with same approvals as above and additional approval by the district superintendent or appointee.
* **Sealed bid/competitive proposal**s: $20,001 and above with same approvals as above and the district school board.

For more information, visit the Connecticut State Department of Education’s (CSDE) [Procurement for School Nutrition Programs](https://portal.ct.gov/SDE/Nutrition/Procurement-for-School-Nutrition-Programs) webpage.

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| **District:**  |  | **Effective date:**  |  |
| **Product/services** | **Procurement method** | **Evaluation** | **Contract award type** | **Contract duration/frequency** |
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**Sample completed form**

This sample form below is only a guide and is not all-inclusive. The specific product and services, procurement methods, evaluation methods, contract award types, and contract duration/frequency will vary for each SFA. The SFA is ultimately responsible for ensuring that procurement procedures comply with all federal regulations, state procurement code and regulations, and local procurement policies.

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| **District:**  | ABC School District | **Effective Date:**  | July 1, 2023 |
| **Product/services** | **Procurement method** | **Evaluation** | **Contract award type** | **Contract duration/frequency** |
| All food, manual and all-purpose cleaning supplies, paper and plastic supplies | Formal | Bottom line | Fixed price | Bi-annual (July 1- January 31; February 1-June 30) |
| Fresh produce | Formal | Bottom line | Cost reimbursablePlus fixed-fee | Bi-annual, same as above |
| Dish machine chemicals | Formal | Bottom line | Fixed price  | Bi-annual (July 1- January 31; February 1-June 30) |
| Small wares | Formal | Bottom line | Fixed price | Annual, if funds available and items needed |
| Capital equipment | Formal | Bottom line | Fixed price | Annual, if funds available and items needed, subject to SA approval |
| Fresh bread | Formal | Bottom line | Fixed price with price adjustment tied to index as specified in solicitation | One year with renewal up to two optional years |
| Milk and dairy products | Formal | Bottom line | Fixed price with price adjustment tied to index as specified in solicitation | One year with renewal up to two optional years |

**Sample completed form**, *continued*

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| **District:**  | ABC School District | **Effective Date:**  | July 1, 2023 |
| **Product/services** | **Procurement method** | **Evaluation** | **Contract award type** | **Contract duration/frequency** |
| Processing USDA Foods | Formal | Bottom line | Fixed price | Annual July 1 – June 30 |
| FSMC contract | Formal | Bottom line | Cost reimbursable | Annual July 1 – June 30 |
| Office supplies | District contract | Bottom line | Fixed price | District procurement; ordered from district warehouse |
| Shortages/emergency | Micro-purchase | Price reasonable | No contract, equitable distribution, transactions limited to $3,500 each | As needed (include approved locations) |

For more information, visit the CSDE’s [Procurement for School Nutrition Programs](https://portal.ct.gov/SDE/Nutrition/Procurement-for-School-Nutrition-Programs) webpage or contact the [school nutrition programs staff](https://portal.ct.gov/SDE/Nutrition/Contact-Information-for-School-Nutrition-Programs) at the Connecticut State Department of Education, School Health, Bureau of Child Nutrition Programs, 450 Columbus Boulevard, Suite 504, Hartford, CT 06103-1841.

This form is available at [https://portal.ct.gov/-/media/SDE/Nutrition/‌NSLP/Procure/Procurement\_Plan\_1.docx](https://portal.ct.gov/-/media/SDE/Nutrition/NSLP/Procure/Procurement_Plan_1.docx).



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2. fax: (833) 256-1665 or (202) 690-7442; or
3. email:program.intake@usda.gov

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