Procurement Review Organizational Tool (PROT)

Sponsors must use this organizational tool to provide the required documentation to the Connecticut State Department of Education's (CSDE) for the Procurement Review (PR) of the U.S. Department of Agriculture's (USDA) Child Nutrition Programs operated by the sponsor.

How to Use this Tool

The PROT contains a section for each type of procurement identified for the PR. Each section contains a list of the procurements and documents that the school food authority (SFA) must:

- **upload** to the Connecticut Online Application and Claiming System for Child Nutrition Programs (CNP System); and
- **print** to have available for the CSDE reviewer during the PR.

Place all required documents under the corresponding cover page in a folder, clipped together, or otherwise organized. Have all documents available for the CSDE reviewer on the first day of the scheduled review.

The sections with titles highlighted in yellow are applicable to the sponsor. The information is not required if the section title is not highlighted. Documents listed in all highlighted sections are required. If you do not know what the document is, please check with the CSDE reviewer to clarify prior to the upload due date.

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Procurement Review Organizational Tool (PROT)

District: _____

Provide the purchase thresholds indicated in the district's 3000 board of education (BOE) policies or policies specific to the non-profit school food service account.

Micro purchase: _____

Small purchase (three quotes and a buy): _____

Formal purchase (Request for Proposals [RFP] and Invitation for Bid [IFB]): _____

SAMPLE

Micro Purchases

The information in this section is required if the title above is **highlighted in yellow.** The information is not required if the section title is not highlighted.

Upload as REVIEW ATTACHMENT and print for on-site review

☐ Supporting purchase documents (receipts) for the following:

Vendor:_____

- Invoice number and date:_____
- Invoice number and date:_____
- Invoice number and date:_____

Vendor:_____

- Invoice number and date:_____
- Invoice number and date:_____
- Invoice number and date:_____

SAMPLE

Small Purchases

The information in this section is required if the title above is **highlighted in yellow.** The information is not required if the section title is not highlighted.

Upload as REVIEW ATTACHMENT and print for on-site review

☐ **Vendor:**_____

- Solicitation documentation (email, telephone script, etc.)
- Solicitation responses (responses, quotes – written, verbal, emailed)
- Evaluation documentation
- Award/notification
- Supporting purchase documentation (invoices, receipts, etc.)
    - Invoice number and date:_____
    - Invoice number and date:_____
    - Invoice number and date:_____

☐ **Vendor:**_____

- Solicitation documentation (email, telephone script, etc.)
- Solicitation responses (responses, quotes – written, verbal, emailed)
- Evaluation documentation
- Award/notification
- Supporting purchase documentation (invoices, receipts, etc.)
    - Invoice number and date:_____
    - Invoice number and date:_____
    - Invoice number and date:_____

SAMPLE

Formal Procurements:
Request for Proposals (RFP) and Invitation for Bid (IFB)

The information in this section is required if the title above is **highlighted in yellow.** The information is not required if the section title is not highlighted.

Upload as REVIEW ATTACHMENT and print for on-site review

☐ **Vendor:**_____

- Solicitation documentation: RFP or IFB
- Cost price analysis prior to bid
- Public advertisement
- Evaluation
- Award/regret to inform notification
- Copy of contract
- Supporting purchase documentation (invoices, receipts, etc.)
    - Invoice number and date:_____
    - Invoice number and date:_____
    - Invoice number and date:_____

SAMPLE

Food Service Management Company (FSMC)

The information in this section is required if the title above is **highlighted in yellow.** The information is not required if the section title is not highlighted.

Upload as REVIEW ATTACHMENT and print for on-site review

- ☐ Procurement of FSMC (shows history of procurement
  - RFP with all supporting documentation
  - Contract and original addendum
  - All annual renewals
  - Any additional amendments/addenda to the FSMC contract
  - Award and “regret to inform” letters
- ☐ Monthly meeting agendas/notes (SFA/FSMC)
- ☐ Food Advisory Council/Board (for parents, students, and staff to discuss menu planning: two times per year per school)
  - Agendas
  - Sign-in sheets with participant designation (parent, student, staff, FSMC)
  - Meeting minutes
- ☐ FSMC Monitoring Forms completed by SFA (two times per year per school)
  - Submit completed forms for 2023-24 or 2024-25
- ☐ USDA Foods Reconciliation forms (completed for initial contract year and any renewal period)
- ☐ FSMC Name:_____
  - Supporting purchase documentation (invoices and profit/loss)
    - Invoice number and date:_____
    - Invoice number and date:_____
    - Invoice number and date:_____

SAMPLE

Processing Contracts for USDA Foods

Thie information in this section is required if the title above is **highlighted in yellow.** The information is not required if the section title is not highlighted.

Upload as REVIEW ATTACHMENT and print for on-site review

☐ **Vendor:**_____

- Solicitation documentation: RFP or IFB
- Cost price analysis prior to bid
- Public advertisement
- Evaluation
- Award/notification
- Copy of contract and renewals
- Draw down by manufacturer report
- Supporting purchase documentation (invoices, receipts, etc.):
    - Invoice number and date:_____
    - Invoice number and date:_____
    - Invoice number and date:_____

SAMPLE

Additional Document Requests

Thie information in this section is required for all sponsors.

Upload as REVIEW ATTACHMENT and print for on-site review

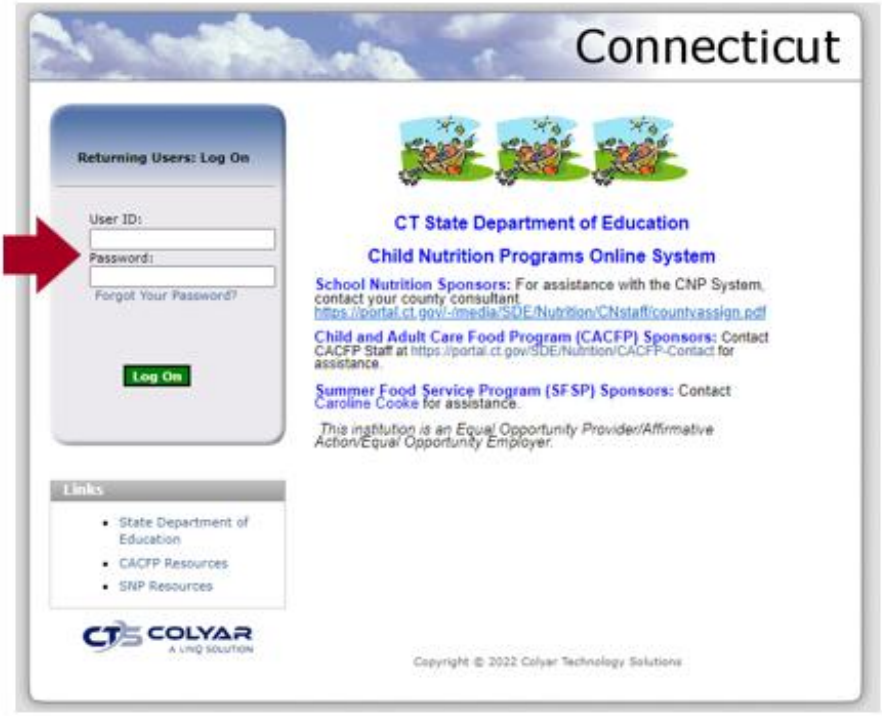
- ☐ Buy American Justification Form:_____
- ☐ Buy American Invoices (supporting purchase documentation)
  - Invoice number and date:_____
  - Invoice number and date:_____
  - Invoice number and date:_____
- ☐ Farm to School:_____
- ☐ Health Inspection Reports with documentation of FSMC's compliance with addressing findings.
- ☐ Documentation on RFP/Contract Geographic Preference monitoring.
- ☐ Documentation that district staff with procurement responsibilities for the Child Nutrition Programs completed the following annual procurement training: CSDE's two-day Procurement 101 training or other procurement training.

SAMPLE

Instructions for Uploading Documents to the CNP System

1. Access the CSDE's Connecticut Online Application and Claiming System for Child Nutrition Programs (CNP System) at https://ct.cnpus.com/prod/Splash.aspx.

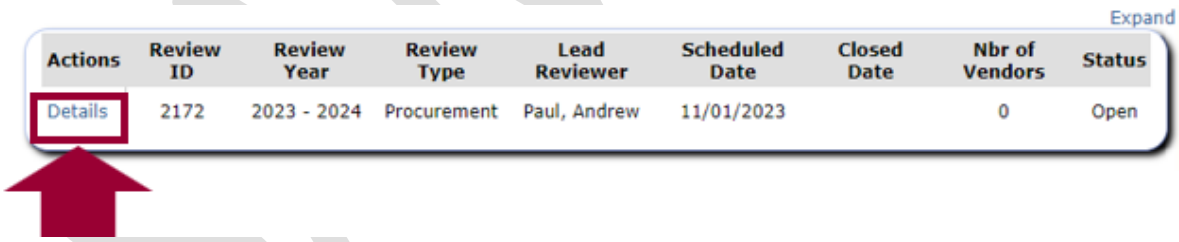
2. Log in with **User ID** and **Password**.



3. Select **Applications**.



4. Select **Details** under **Actions**.



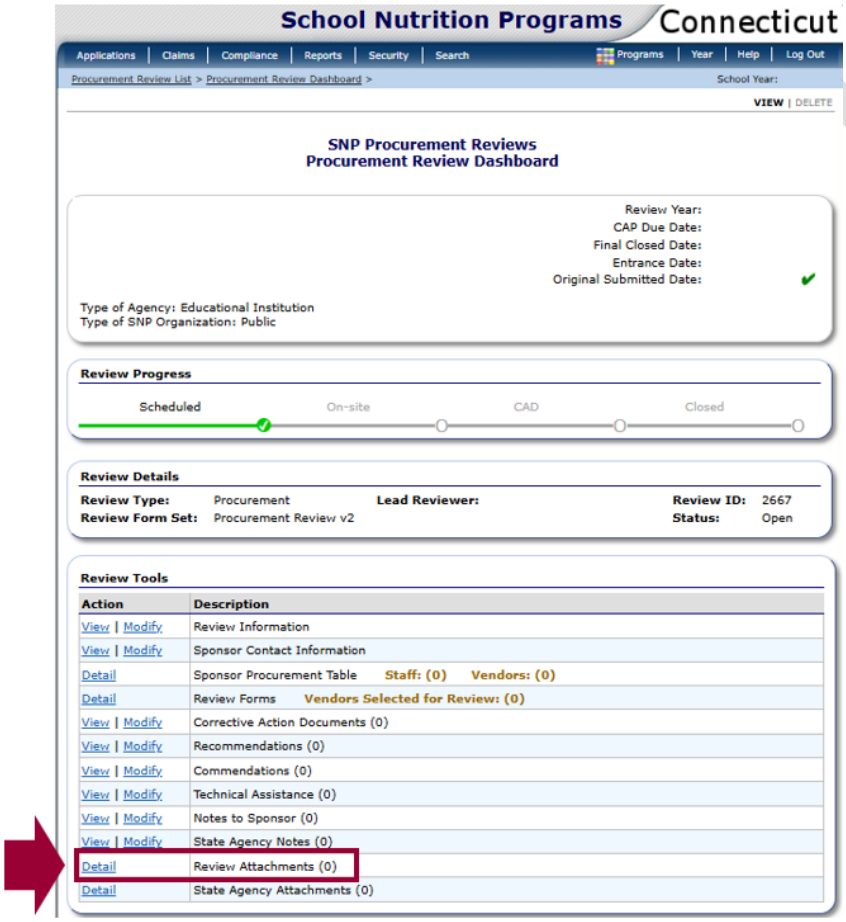
5. Select **Compliance**.



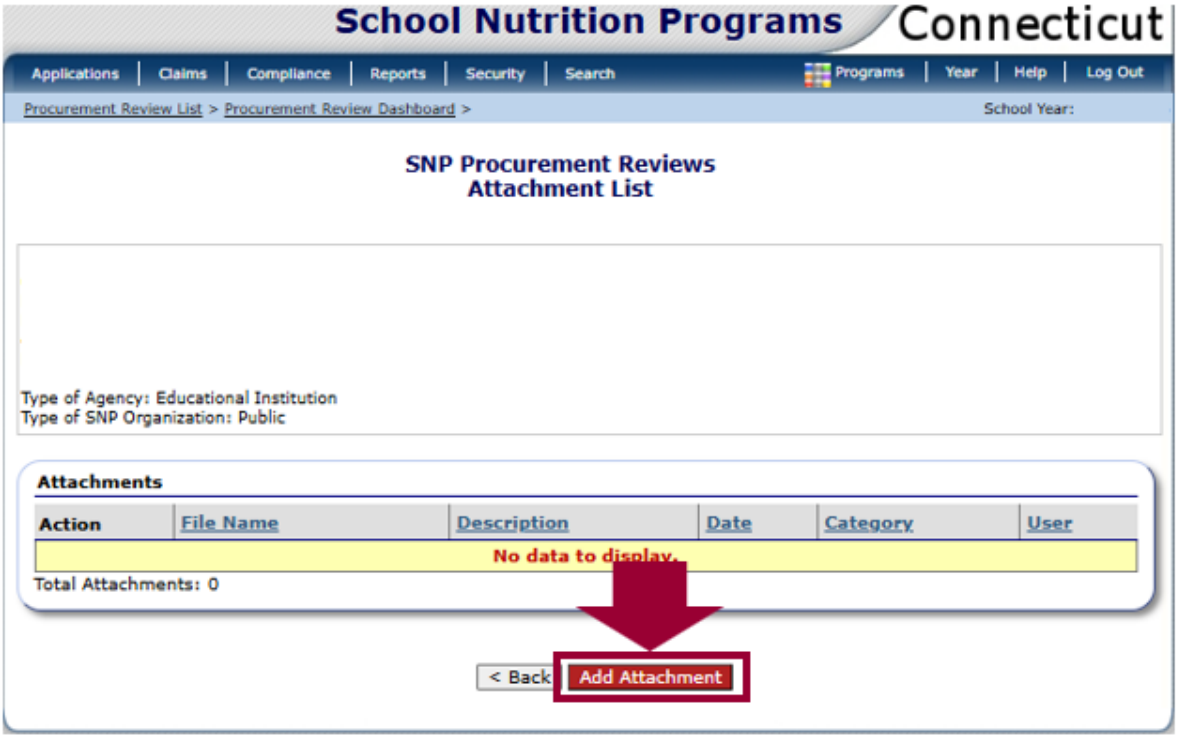
6. Select **Procurement Review Tracking**.



7. Select **Review Attachments**.

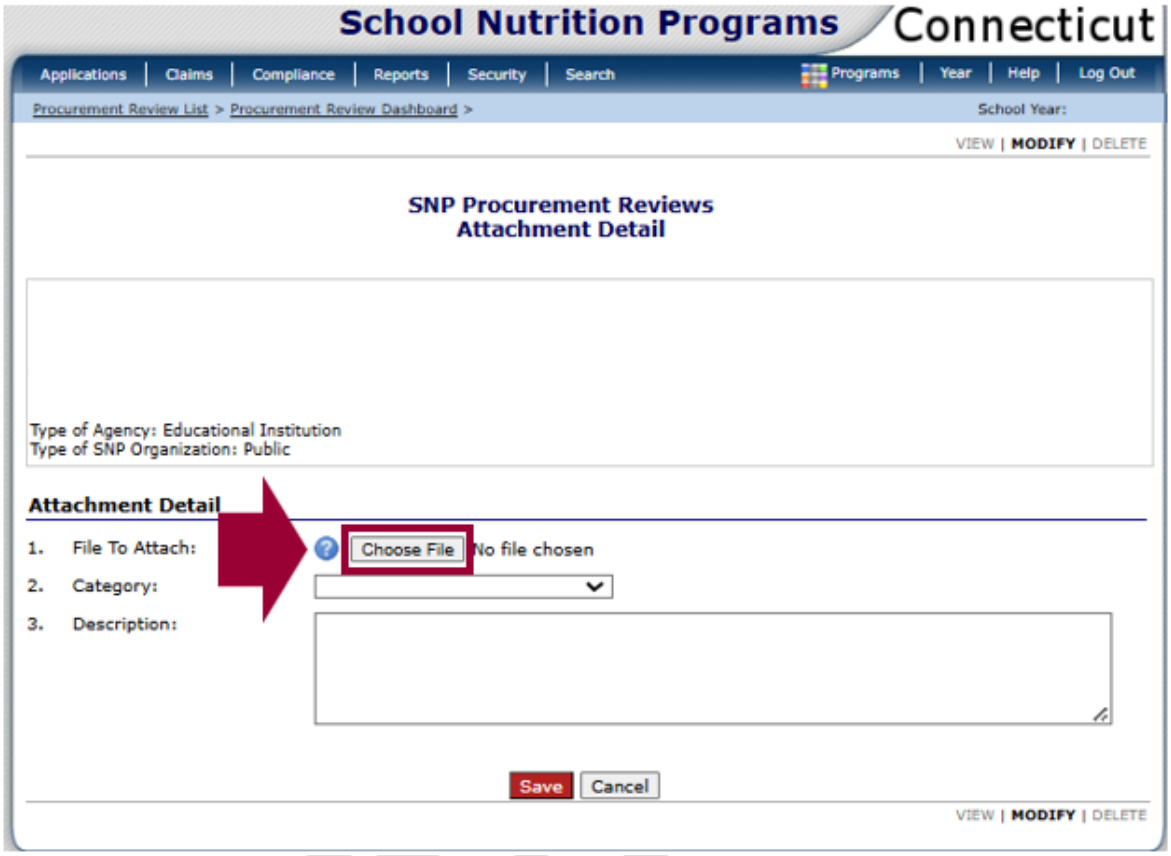


8. Select **Add Attachment**.



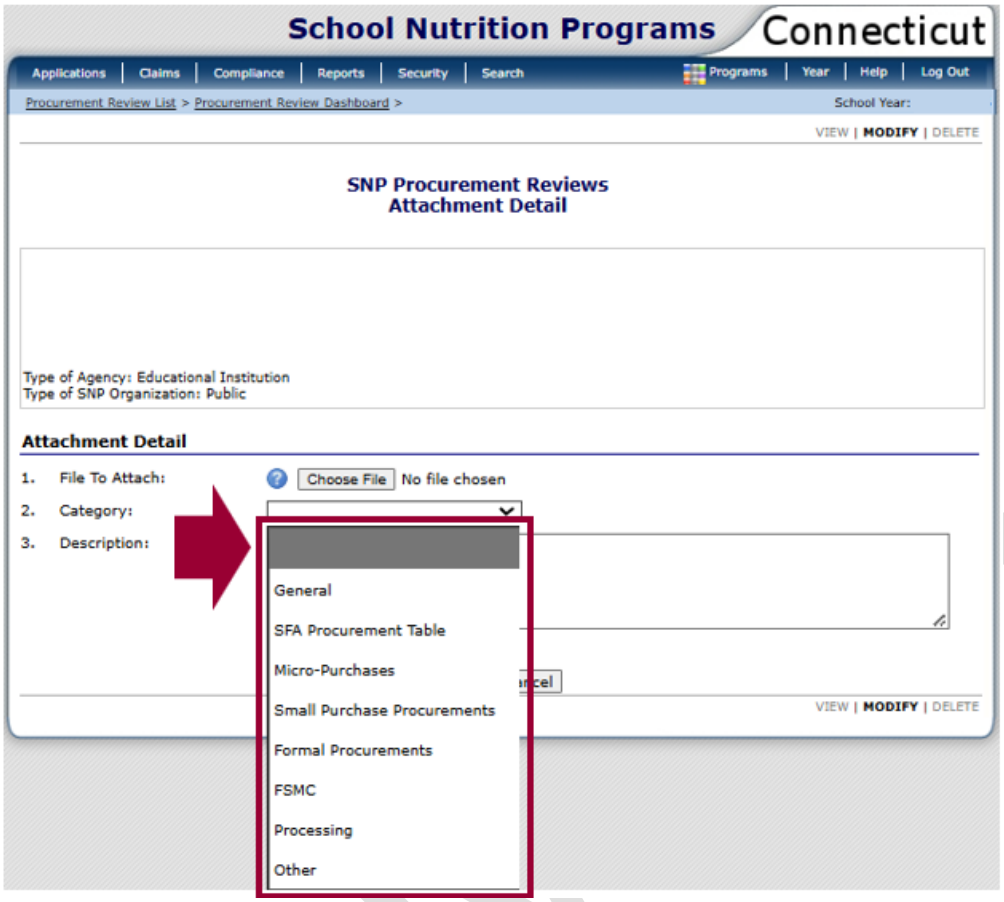
SAMPLE

9. Select **Choose File**.

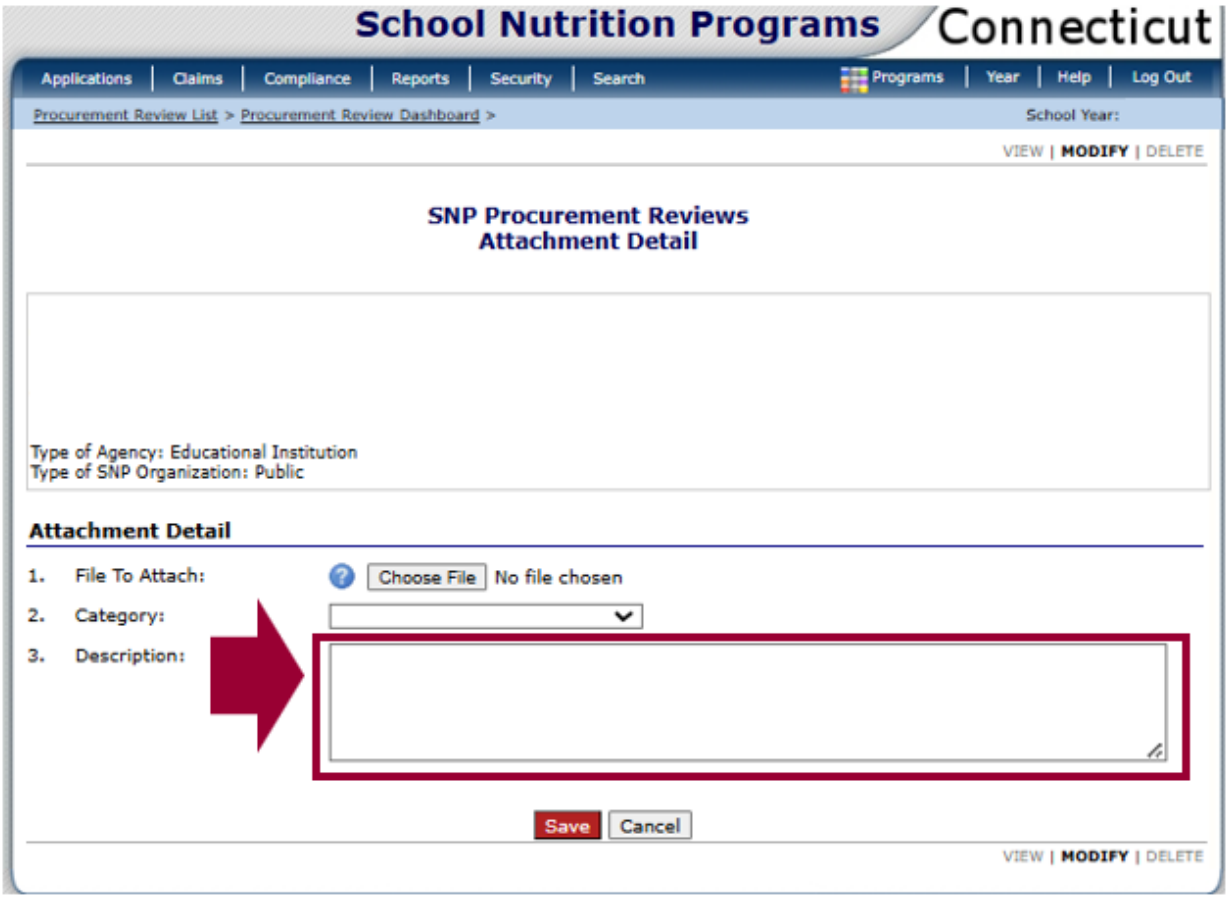


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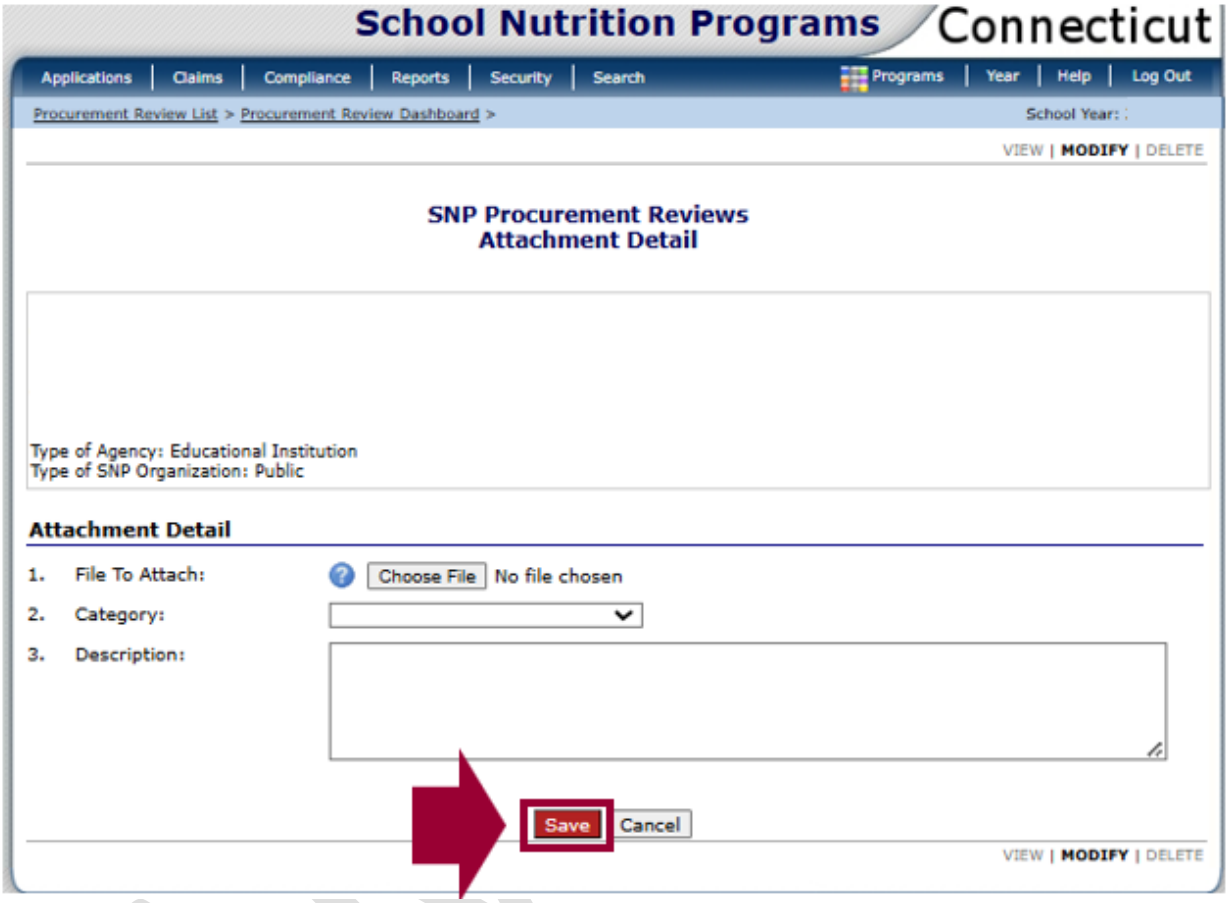
10. Choose appropriate document **Category** from drop-down menu.



11. Enter **Description.**



12. Select **Save**.



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To file a program discrimination complaint, a Complainant should complete a Form AD-3027, USDA Program Discrimination Complaint Form which can be obtained online at: https://www.usda.gov/sites/default/files/documents/ad-3027.pdf, from any USDA office, by calling (866) 632-9992, or by writing a letter addressed to USDA. The letter must contain the complainant's name, address, telephone number, and a written description of the alleged discriminatory action in sufficient detail to inform the Assistant Secretary for Civil Rights (ASCR) about the nature and date of an alleged civil rights violation. The completed AD-3027 form or letter must be submitted to USDA by:

1. mail: U.S. Department of Agriculture
   Office of the Assistant Secretary for Civil Rights
   1400 Independence Avenue, SW
   Washington, D.C. 20250-9410; or
2. fax: (833) 256-1665 or (202) 690-7442; or
3. email: program.intake@usda.gov

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