



Platte County School District #1

Dennis Fischer, Superintendent
Chugwater / Glendo / Wheatland

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Procurement Procedure for the Food Service Program

All procurements in the School Nutrition Programs for PCSD#1 must be competitive and meet all standards set forth in program regulations and applicable OMB Cost Circulars. Child Nutrition Programs are governed by the Code of Federal Regulations (CFR) under 7 CFR Parts 210, 215, 220, 3016, and 3019.

PCSD#1 will obtain competitive bids (quotes) when any purchase will cost more than ten thousand dollars (\$10,000.00) and less than twenty-five thousand dollars (\$25,000.00). If the amount exceeds twenty-five thousand dollars (\$25,000.00), a contract must be awarded through a formal bid process and a call for bids shall be published at least once in a newspaper of general circulation in the district (District Policy DJD-R), and posted on the district's website. Any purchase below \$10,000.00 would be a small purchase and would not require a formal bid process; however, the small purchase shall be made on a competitive basis.

No Geographic Preferences (advantage based on location) is allowed with federal funds except for documented Farm to School (Farm to Plate) efforts. Therefore, as part of Farm to School the District may choose to apply a geographic preference when procuring unprocessed locally grown or locally raised agricultural products.

Debarment and Suspension: All food service contracts to be paid with Federal assistance expected to equal or exceed \$25,000.00. The district must have verification regarding debarment, suspension, ineligibility, and voluntary exclusion.

To meet this requirement PCSD#1 will:

- Check the federal Excluded Parties List System
<https://www.sam.gov/portal/public/SAM/>
and/or
- Use the state-approved certification form

No employee shall participate in the selection, award or administration of a contract when any of the following persons have a financial interest in the firm selected for award: The employee, any member of his/her immediate family, people with whom there is an affectionate personal relationship, and an organization which employs or is about to employ any of the above

Employees found to be in violation of this policy are subject to disciplinary action. Based on the severity of the infraction, the penalties could include a written reprimand to their personnel file, a suspension without pay, or termination.

Disputes that include contractual and administrative issues arising out of procurements must follow the protest procedures outlined below:

1) Within 10 days of the awarded contract, submit a request in writing to the Superintendent and Board of Trustees concerning your dispute. Contact information is listed at the top of this document.

2) At the following regularly scheduled Board of Trustee's meeting, the Superintendent along with the Board of Trustees will respond to your letter at which time a decision will be made.

PCSD#1 requires that contractors perform in accordance with the terms, conditions, and specifications of their contracts or purchase orders.



The State of Wyoming provides Hathaway Merit and Need Scholarships to Wyoming students attending the University of Wyoming and Wyoming community colleges. Every Wyoming student who meets the requirements can earn a Hathaway Scholarship. Contact your school counselor for more information.