

SAMPLE PROCUREMENT PLAN FOR CACFP SUBRECIPIENTS

The _____, hereinafter referred to as the AGENCY, will adhere to the following procurement procedures for purchases charged to the CACFP.

A. General Procedures

1. All procurement transactions shall be conducted in a manner that provides open and free competition and no procedures shall be used to restrict or eliminate competition.
2. Affirmative steps shall be taken to assure that small and minority businesses are used when possible in compliance with 7 CFR Part 226.22(f).
3. Records of all procurement transactions shall be maintained in accordance with 7 CFR Part 226.22(k).

B. Charges for CACFP Equipment

1. Items that cost \$5,000 or more and that have a useful life expectancy of one (1) or more years are considered to be equipment.
2. Written authorization from authorized Agency staff and the Tennessee Department of Human Services shall be received before CACFP funds are used for equipment purchases.

C. Contracts for Goods and Services

1. Except for contracts executed through procurement procedures that are established by public entities in accordance with state law, all contracts for goods and services that equal or exceed \$100,000 shall not be executed until approved by authorized Agency staff and the Tennessee Department of Human Services.

D. Code of Conduct

1. No agent shall participate in the selection or in the award or administration of a contract supported by CACFP funds if a conflict of interest, real or apparent, would be involved. Conflicts of interest shall arise when one of the following persons has a financial interest or other interest in the firm selected for the award:
 - a. An employee, agent, board member or proprietor of the Agency;
 - b. Any immediate family member (i.e., parent, spouse, children and siblings) of an employee, agent, board member or proprietor of the Agency;
 - c. His or her partner; or
 - d. An organization, which employs or is about to employ one of the above persons.
2. No employee, agent, board member or proprietor of the Agency shall solicit or accept gratuities, favors, or anything of material monetary value from contractors, potential contractors or parties to sub-agreements.
3. No purchase of any food or services shall be made from a contractor by an employee, agent board member or proprietor of the Agency for individual use.
4. No supplies, equipment, furnishings or property of the Agency shall be used by an employee, agent, board member or proprietor of the Agency for individual use.
5. No CACFP funded employee (whether full-time, part-time or contracted), agent, board member or proprietor of the Agency may be a child or adult care provider under the CACFP sponsorship of the Agency.
6. No CACFP funded employee (whether full-time, part-time or contracted), agent, board member or proprietor of the Agency or immediate family member of an employee, agent, board member or proprietor of the Agency may sell goods or services to a child or adult care provider under the CACFP sponsorship of the Agency.

This Procurement Plan was adopted by the Agency on this ____ day of _____, 200__.

Signature of Authorized Agency Official

Date

Keep on File