March 30, 2016

MEMORANDUM

TO: City and County Superintendents of Education

FROM: Thomas R. Bice
State Superintendent of Education

RE: Federal and State Procurement Compliance Policy and Guidance for Child Nutrition Programs

The Alabama State Department of Education is responsible for providing federal and state procurement policy and guidance to Child Nutrition Programs. Pursuant to federal and state laws and regulations and to promote fiscal integrity, efficiency, and competitive standards, the following purchasing and acquisition methods and procedures are required to be followed:

- **Micro purchases:** The micro-purchase procurement method is utilized for purchases up to and including $3,500.00. These purchases do not require competitive quotes from potential bidders if the final price is considered reasonable. Micro purchases shall be distributed equitably among qualified suppliers to the extent practicable.

- **Small purchases:** This procurement method is used for purchases from the micro-purchase amount up to $15,000.00. Product, equipment, and supply specifications and service, labor, and work requirements must be established and provided to an adequate number of qualified sources.

- **Formal sealed bid purchases:** This procurement method is required for purchases with a projected total cost greater than $15,000.00.

Your immediate implementation of the procurement compliance guidance is required when expending Child Nutrition federal funds during a fiscal year. These amounts may be further restricted by the local school system policies and procedures. Should you have questions concerning this guidance, contact Ms. June Barrett, Program Coordinator, Child Nutrition Programs, at (334) 242-1988.

TRB/JBB/LR

cc: CNP Directors
Chief School Financial Officers

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