

- 1 **Procuring and Managing Your FSMC Contract**
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- 2 **Workshop Objectives**
 - Basic procurement principles
 - Specific requirements for procuring food service management services
 - SFA responsibilities
 - Monitoring the FSMC contract
 - Managing the FSMC contract

- 3 **2 CFR 200**
 - Code of Conduct
 - Written Procurement Procedures

- 4 **Code of Conduct**
 - Complies with 2 CFR Part 200.318
 - Prohibits conflicts of interest
 - Identifies interested parties
 - Provides disciplinary actions for violations of standards

- 5 **Procurement Procedures**
 - Small Purchase Threshold
 - Micro-purchase
 - Small Purchase
 - Formal Purchase
 - Food Service Management Companies
 - Emergency Purchase
 - Outreach to Small, Minority and Women-owned businesses, enterprises and labor-surplus firms

6 **FSMC contracts**

- For the most part, the contracts in place state that the company shall follow the SFA's written Procurement Procedures.

7 **SFA Responsibilities**

- 1
 - Prepare Contract Documents
 - Contract Review
 - Program Oversight
 - Monitoring
 - Control Quality, Extent & Nature of FS
 - Retain Signature Authority
 - Implement F/R Policy
 - Control Commodities

- 2
 - Maintain Health Certification
 - Establish Advisory Board
 - Develop 21-day Cycle Menu
 - Claim for Reimbursements
 - Submit Reports
 - Verify Debarment status

8 **SFA Monitoring Duties**

- 1
 - Confirm adherence to Cycle Menu
 - Confirm adherence to Meal Pattern
 - Verify records supporting Claim
 - Review Invoices for allowable costs
 - Verify Meal Counts not covered by Claim
 - Review Revenue records
- 2
 - Verify outside FS activities
 - Verify Health Certification for outside prep facilities
 - Verify Professional Standards for training
 - Verify Professional Standards for hiring

- Buy American

9  **Managing Your Contract**

- Civil Rights
- Sanitation
- Claims
- Menu
- Deliveries
- Maintenance
- Cash Handling
- Professional Standards
- Procurement Procedures

10  **What Happens?**

What are the ramifications?

11  **However...**

What is your recourse?

12  **QUESTIONS?**

13  **Office of Nutrition Programs and Services**

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