

FOOD AND NUTRITION PROCEDURES

Miami-Dade County Public Schools



Subject: **USDA COMPLIANCE REGULATIONS FOR OBTAINING PRICE QUOTES**

PURPOSE

To ensure that all prequalified lists of persons, firms, or products which are used in acquiring goods and services are current and include enough qualified sources to ensure maximum open and free competition. If small purchase procedures are used, price or rate quotations must be obtained from an adequate number of qualified sources.

PROCEDURE

To ensure compliance with both local district purchasing policies and adherence to all state and federal purchasing requirements as applicable to federal child nutrition programs, the following is required when obtaining quotes for goods or services to be procured for the all federal child nutrition programs under the Department of Food and Nutrition administration:

1. In accordance with Miami-Dade County School Board Policy 6320 – Procurement, three (3) or more quotes from qualified sources must be obtained for all purchases between \$1,000 - 49,999, which include one (1) quote from a certified minority vendor, if applicable. Quotes may be completed using a Request for Quotes template.
2. Additionally, in order to comply with the United States Department of Agriculture's (USDA) Code of Federal Regulations [2 CFR Part 200.319(c)(1)/.320(b)], an adequate number of at least three (3) valid quotes must be obtained from qualified sources and a 'no response' is an invalid quote and cannot be considered. In the event a 'no response' is received and the minimum adequate number of three (3) valid quotes from qualified sources is not obtained, the Department of Food and Nutrition must request for a publicly posted/advertised "Request for Quotes" through the district's Procurement Management Services Office.

For district purchasing requirements, please contact the Procurement Management Services Office and refer to School Board Policy 6320 – Procurement:

<https://go.boarddocs.com/fl/sbmd/Board.nsf/goto?open&id=BK6KU84FFE01>

For state and federal USDA purchasing requirements and updates, please contact the Florida Department of Agriculture and Consumer Services' Division of Food, Nutrition and Wellness Division (FDAC) and refer to the FDAC Procurement Compliance Section:

<https://www.fdacs.gov/Food-Nutrition/Nutrition-Programs/National-School-Lunch-Program/Financial-Management/Procurement-Compliance>

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For Action By: Department of Food and Nutrition Administration

Refer Questions to: Department of Food and Nutrition

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