



Welcome!

Procurement for Directors

Jimmy Smartt
Procurement and Contract
Manager



TEXAS DEPARTMENT OF AGRICULTURE
COMMISSIONER SID MILLER





Meet our Speaker!

Procurement for Directors



Jimmy Smartt

F&N Procurement and Contract Manager

Acknowledgement Statement

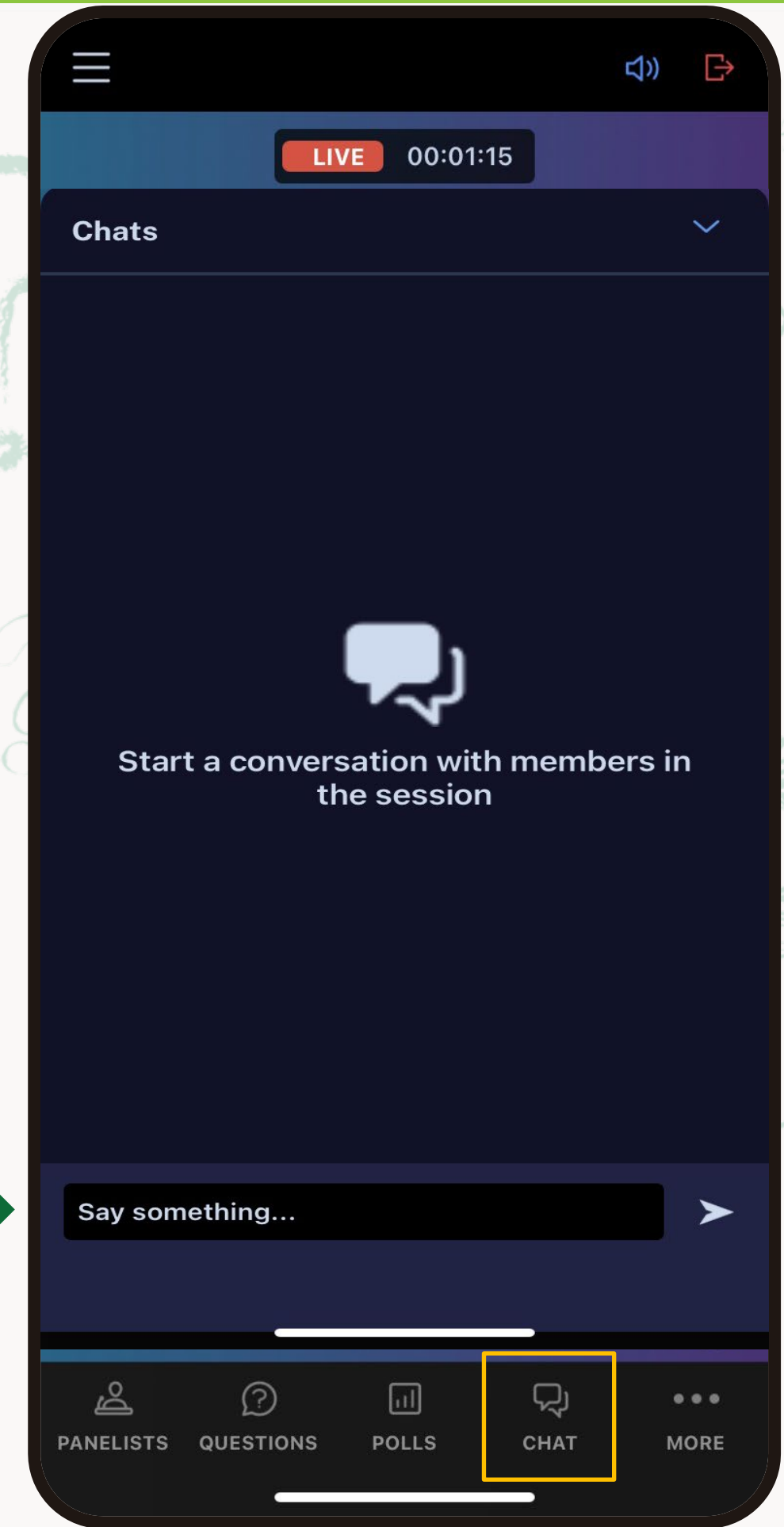
You understand and acknowledge the following:

- ☐ The training you are about to take does not cover the entire scope of the program
- ☐ You are responsible for knowing and understanding all handbooks, manuals, alerts, notices, and guidance, as well as any other forms of communication that provide further guidance, clarification, or instruction on operating the program.





Submit ALL Questions Via The App



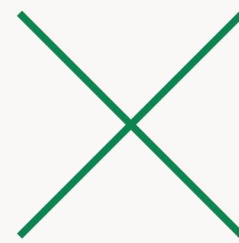


You Will Learn How To

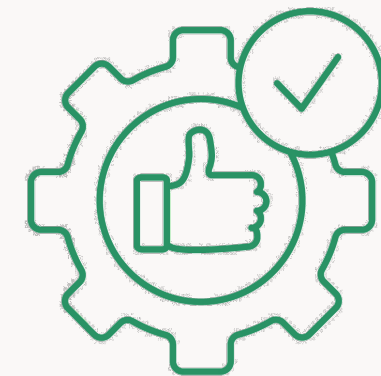
Identify required
elements of
Procurement
Procedures



Identify How to
Avoid Common
Findings



Practice
Applying
Procurement
Threshold
Requirements





Procurement Procedures





Procurement Procedures

Written
Procedures



Successful
Procurement





What Does This Look Like?

Tasks &
Timelines



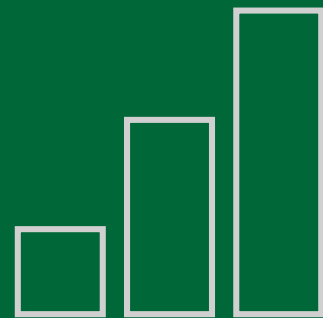
Roles



Product or
Service



Thresholds



Rules





Required Tasks & Timelines

Forecasting

Documentation

Invoices

Billing

Contract Solicitation,
Awards & Management





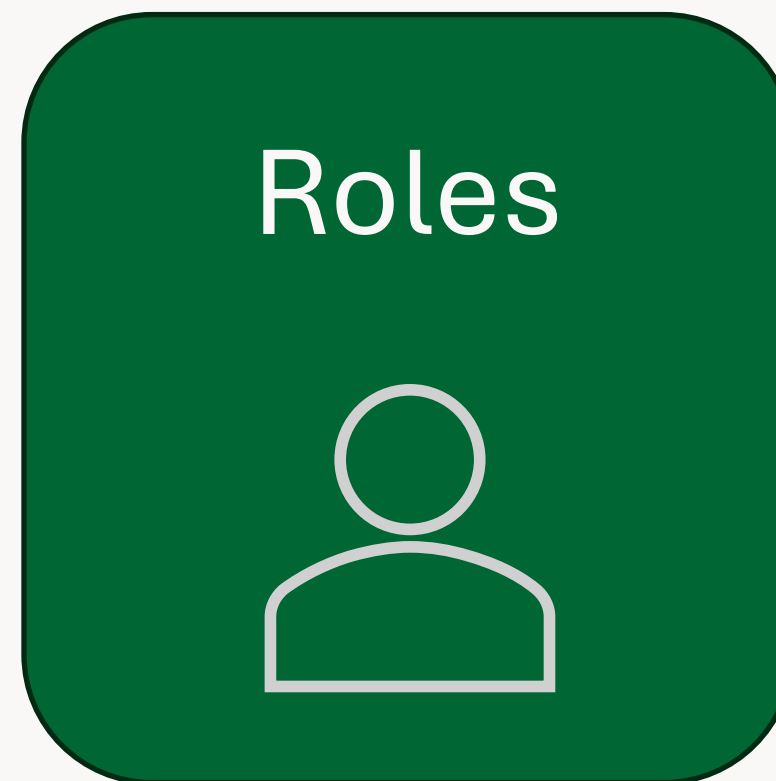
Who is responsible for each task?

Forecasting

Purchasing

Contract
Management

Receiving
Product





Product & Service Procedures

Products

Services

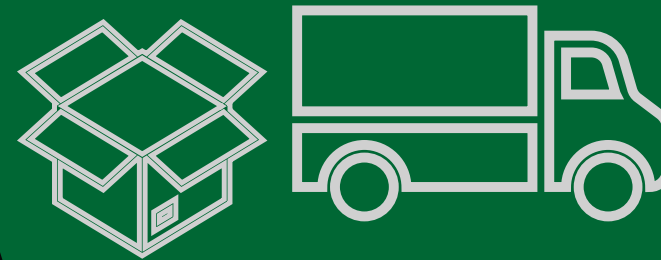
Food

Non-Food

Recurring
Services

One-Time
Purchase or Service

Product or
Service





Purchasing Procedures

Micro-
Purchase

Small
Purchase



Micro Self-
Certification

Formal
Purchase



What details are required?

Purchase
Thresholds

Local
Solicitation



Distance

Scoring &
Evaluation



Tailor Procedures to Your Needs

Hold Yourself
Accountable





TEST YOUR KNOWLEDGE

For each purchase threshold scenario, identify the root cause that resulted in the finding for that scenario.



Micro Purchase Threshold



Micro Purchase

An SFA has 20 transactions with a national retailer for grocery items, cases of water, and loaves of bread, with 0 transactions with other similar vendors in the area.

The SFA did not equitably distribute purchases



Micro Purchase Finding

An SFA purchases a \$10,500 floor mixer as a micro-purchase.

The purchase exceeded the micro-purchase threshold limit



Micro Purchase

SFA utilizes a pest control vendor for monthly pest treatments. The SFA had 10 monthly transactions with the vendor at \$300 a month.

Planned, routine services require a different procurement method



Micro Purchase

SFA purchases 3 dishwashers costing \$9,000 each. The purchase was broken out as three separate transactions, each invoice totaling to \$9,000.

The SFA circumvented the procurement process



Small Purchase Threshold



Small Purchase

A SFA purchases a \$20,000 dishwasher and obtains one quote from a vendor, but did not solicit additional quotes from other vendors.

The SFA did not attempt to obtain the required number of quotes



Small Purchase

An SFA obtains responses from 3 different vendors. They provide justification of the desire to keep vendors local and award the vendor with the highest price.

The wrong vendor was awarded



Small Purchase

An SFA purchases a \$20,000 dishwasher through a purchasing website/online purchasing system. They did not contact vendors outside of the online purchasing system for additional quotes.

The SFA did not attempt to obtain the required number of quotes



Formal Purchase Threshold



Formal Purchase

An SFA contracts with an online cooperative, or Group Purchasing Organization [GPO]. The GPO procures vendors without conducting forecasting methods or Cost Price Analysis with the SFA.

The contract was improperly
procured



Formal Purchase

An SFA's invoices indicate the items purchased from a formal contract do not match price or item specifications in the awarded contract.

The SFA did not perform contract management to ensure the vendor complied with the terms and conditions of the awarded contract



Formal Purchase Finding

Child Nutrition purchases equipment off a district procured contract. The contract is missing formal contract requirements such as required clauses, advertisement, and evaluation criteria.

The purchase is not compliant with CN formal procurement procedures



Formal Purchase

The SFA did not conduct (and/or did not provide documentation of) cost price analysis prior to solicitation.

The SFA did not conduct a cost/price analysis prior to soliciting



Additional Resources

- ❑ Administrator's Reference Manual (ARM)
 - Section 17, 17a

- ❑ University of F&N Courses at ESCs or Online
 - Annual Procurement Training
 - Basics of the Procurement Process





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2:03 LTE 95%

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Session feedback

1. Session Rating *

★ ★ ★ ★ ★

2. The content is relevant to my current role and applicable to my daily work

☐ Agree
☐ Disagree

3. I feel confident in applying the knowledge gained in this presentation. *

☐ Agree
☐ Disagree

4. The presenter's delivery of the content was effective. *

☐ Agree
☐ Disagree

5. The session was engaging and interactive.

☐ Agree
☐ Disagree

6. The presenter encouraged questions and discussions.

☐ Agree
☐ Disagree



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