

Procurement Review

Off-site Checklist



The Procurement Review will happen concurrently to your scheduled Administrative Review. This checklist provides an overview of the materials you may be asked to provide for the Procurement Review. Your reviewer will follow up with you with more information on the information that will be required to complete your Procurement Review.

Information submitted prior to vendor selection

The following information will be request by your reviewer when the introduction letter is sent

- Vendor Paid List for school year 2021-2022
 - List of all transactions by vendor for SY21-22, with totals by vendor
 - Do not include payroll information
- Written Code of Conduct Policy
 - May be district board policy
 - If using CASB policies, may be GBEA policy
- Written Procurement Policy/Procedures
 - May be district policy or SFA policy
 - If using CASB policies, may be DJB and DJB-R policies

Information submitted after vendor selection

The following information will be requested by your reviewer after vendors are selected. Your reviewer will follow up with you to provide a list of selected vendors

Micro-purchases

- Up to three receipts from separate transactions paid during the 2021-22 school year.

Small Purchases

- Bid document or description of goods/services requested
- Documented quotes received
- Scoring/evaluation or description of how the vendor was selected
- Three invoices paid during the 2021-22 school year

Formal Purchases

- Solicitation document (RFP or IFB)
- All vendor responses to the solicitation
- Scoring/Evaluation completed by SFA
- Signed Contract, including a list of awarded products if applicable
- Three invoices paid during the 2021-22 school year
- Any amendments after the original contract year



COLORADO
Department of Education
School Nutrition

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USDA Foods Usage

- WBSM Entitlement report for the 2021-22 school year
- Requisition Status report for the 2021-22 school year
- Favors report for the 2021-22 school year (if you used DoD)

Please [reference the trainings](#) available on CDHS' webpage if you're unsure how to run the above reports.

USDA Foods Processing (if applicable)

- Up to three invoices/receipts for processed items from selected manufacturers. (Invoices may be direct from the manufacturer or from a distributor):