Reply to
Attn. of: SP 93-223
CACFP 338
SFSP 193

Subject: Procurement Guidance - "Partnership in Purchasing"

To: STATE AGENCY DIRECTORS (Special Nutrition Programs)
- Colorado ED, Colorado DH, Colorado SS, Iowa,
  Kansas, Missouri ED, Missouri DH, Montana OPI,
  Montana DHES, Nebraska ED, Nebraska SS,
  North Dakota, South Dakota, Utah, Wyoming ED,
  Wyoming DH

Attached is guidance entitled "Partnership in Purchasing." It was issued by the Southeast Regional Office. It is being passed on to you to provide guidance on problematic areas of procurement. The guidance is based on OMB Circular A-102, Attachment O and proper procurement practices which have been identified in school districts. However, many of the principles have general applicability to other Child Nutrition Programs you may administer. Bear in mind, also, that when State and/or local requirements are more restrictive than the procedures outlined in "Partnership in Purchasing," State and/or local requirements will take precedence.

We have also attached a table of contents listing planned subject matters, a glossary of terms, and copies of the first nineteen issues. Each issue is numbered and dated as indicated in the table of contents. The guidance presents a series of policies on procurement which builds on and cross-references each other. They are written in similar format, including a description of the issue or concern, guidance on the topic and suggested other references. As new issues are received, we will forward them on to you.

If you have any questions or concerns relating to any issue discussed herewith, please let us know.

Ann C. Hector
ANN C. HECTOR
Regional Director
Special Nutrition Programs

Attachments
This newsletter entitled "Partnership in Purchasing" is being prepared for local directors of school food service programs who are interested in improving and/or changing their procurement systems. It may also be of interest to suppliers and industry groups.

The newsletter will be issued monthly and include helpful suggestions and examples of methods which have been implemented favorably in school districts.

The information presented is not intended to substitute for Federal, State, or local regulations, policies or guidelines. It should be considered as guidance, providing innovative ideas and approaches in the area of procurement. It is also recommended that district legal authorities be utilized when possible to review procurement documents and procedures.

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