Wood County Board of Developmental Disabilities
PROCEDURE

Procedure #:	02-WLS-ALL-0889	**Subject::**	**Food Service Procurement**
Effective Date:	12/16/19	**Last Revision:**	
Person Responsible:	**Lorraine Flick, Director of Children's Services**		

Approvals/Date: Brent C Baer 12-18-19 Lorraine Flick 12.17.19

Superintendent, WCBMR/DD Date Department Director Date

The Lead School Cook is designated to make purchasing decisions, retain procurement documents, and ensure that records are sufficient to detail the significant history of the procurement, including but not necessarily limited to the following: rationale for the method of procurement, selection of contract type, contractor selection or rejection, and the basis for the contract price.
The Lead School Cook will be responsible for making purchasing decisions, retaining procurement documents, and ensuring solicitations include clauses for "Buy American". Implementation of the "Buy American" provision shall be done by including "Buy American" in documented procurement procedures, and all procurement solicitations and contracts. "Buy American" includes domestic requirements in bid specifications; contract monitoring; and verifying cost and availability of domestic and nondomestic foods using data in the USDA Agricultural Marketing Services (AMS).
The Lead School Cook is designated to make purchasing decisions, retain procurement documents, and ensure that solicitations include the following clauses: termination for cause and for convenience, Equal Employment Opportunity, Contract Work Hours and Safety Standards Act, Davis Bacon Act, rights to inventions made under a contract, debarment and suspension, and the Byrd Anti-Lobbying Act.
The Lead School Cook will make the purchasing decisions, retain procurement documents, and maintain oversight to ensure that contractors perform in accordance with the terms, conditions, and specifications of their contracts or purchase order.
The Lead School Cook will make purchasing decisions, retain procurement documents, and ensure solicitations will be conducted in a manner providing full and open competition. Restrictive competition includes but is not limited to placing unreasonable requirements on firms in order for them to qualify to do business, requiring unnecessary experience and excessive bonding, noncompetitive pricing practices between firms or between affiliated companies, noncompetitive contracts to consultants that are on retainer contracts, organizational conflicts of interest, specifying only a "brand name" product instead of allowing "an equal" product to be offered and describing the performance or other relevant requirements of the procurement, and any arbitrary action in the procurement process.

References: USDA/ODE Guidance for Food Service Procurement
01-WLS-ALL-0216
02-WLS-ALL-0890

Forms:

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