Appendix D1.a SFA Procurement Practices Web Survey (Web Version)



SFA Procurement Practices
Web Survey

PDF VERSION OF THE SURVEY FREQUENTLY ASKED QUESTIONS

OMB Number: 0584-XXXX Expiration Date: XX/XX/XXXX

> SFA Name: MMID:

TABLE OF CONTENTS

SFA PROCUREMENT PRACTICES WEB SURVEY

You have been selected to participate in an important study. For the "Study of School Food Authority (SFA) Procurement Practices," 2M Research Services (2M) is conducting a survey for the U.S. Department of Agriculture (USDA) Food and Nutrition Service (FNS). FNS has commissioned this study to describe and assess SFA practices related to procuring food, goods, and services for the following Child Nutrition programs: The National School Lunch Program (NSLP); School Breakfast Program (SBP); Fresh Fruit and Vegetable Program (FFVP); Summer Food Service Program (SFSP); and Child and Adult Care Food Program (CACFP). FNS is seeking to better understand how SFAs make decisions that shape their procurement practices.

The purpose of the SFA Procurement Practices Web Survey (the web survey) is to gather information about your SFA's procurement practices. This web survey has six sections in regard to (1) the types of solicitations and contracts your SFA uses; (2) your procurement methods; (3) your food sources, including, but not limited to, USDA Foods and food from local sources; (4) planning, decision-making and procurement monitoring; (5) types of guidance and training used by your SFA; and (6) best practices. Survey findings will describe similarities and differences in how SFAs procure food, goods, and services, which will help FNS understand key issues and experiences of SFAs.

Please answer as openly and honestly as possible. Your answers will be kept private; individual names will not be used in any reports, and only aggregated results will be reported. Your participation in this web survey will not affect your employment or your SFA's participation in any Child Nutrition programs. We encourage you to work with other staff in your SFA if you do not have answers to some of the questions.

The web survey is designed to be completed within 90 minutes. We encourage you to complete the web survey as soon as possible. As you respond to survey questions, please note the following:

- Do not use your browser's "back" button during the survey. Instead, use the "Back" button at the bottom of
 each screen if you need to return to a previous question.
- · Hovering your cursor over highlighted text will show more information about the term.
- · Please respond to all questions to the best of your ability.
- Unless you see the words "select all that apply" after a question, please select only one response for each question.
- As you complete survey sections, click "Save & Continue" at the end of each page to save your responses.
- After saving, you can exit the survey by closing the browser.
- · You can return to the survey by using the same link.

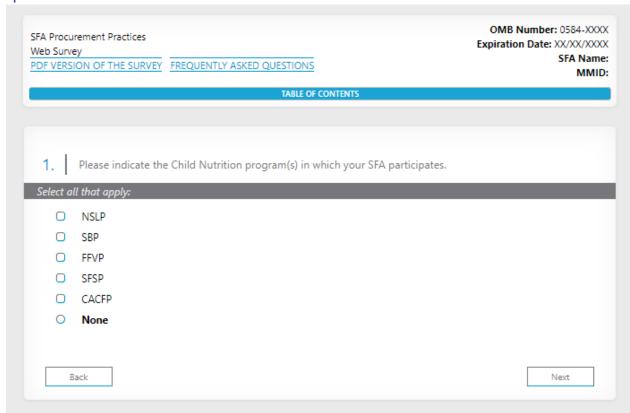
If you have any questions or concerns about the study, please do not hesitate to contact the help desk at sfaprocurement@2mresearch.com or call toll free at 1-844-250-1911. Thank you for your participation in this important survey.

Back

Next

OMB Number: 0584-XXXX SFA Procurement Practices Expiration Date: XX/XX/XXXX Web Survey SFA Name: PDF VERSION OF THE SURVEY FREQUENTLY ASKED QUESTIONS MMID: TABLE OF CONTENTS SECTION I. SOLICITATIONS AND CONTRACTS In this section, we want to understand the ways your SFA procures goods (specifically food) and services for Child Nutrition programs (i.e., NSLP, SBP, FFVP, SFSP, and CACFP) for school year (SY) 2017-2018. Please focus on SY 2017-2018 and include solicitations that were newly developed or developed for active contracts, and newlyawarded and active contracts. We are interested in contracts solicited by self-operating SFAs, as well as for Food Service Management Companies (FSMCs) and contracts procured under an intergovernmental/interagency agreement, agent, or third party. Back Next

q1x1



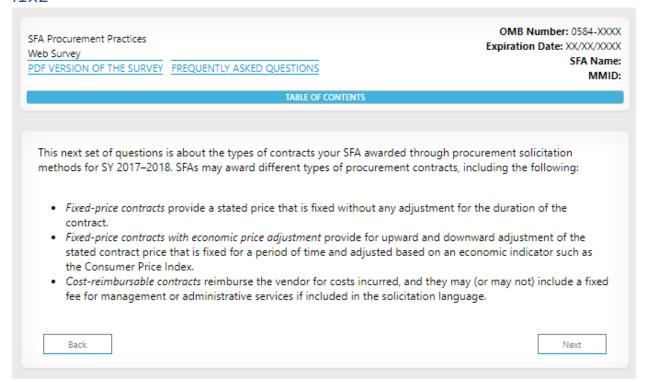
i1x1



Veb Sur DF VER	SION OF THE SURVEY FREQUENTLY ASKED QUESTIONS	Expiration Date: XX/XX/XXX SFA Name MMID
	TABLE OF CONTENTS	
2.	During SY 2017–2018, what procurement solicitation methods did y food) and services for Child Nutrition programs at your SFA's school food, equipment, and supplies purchased for use in Child Nutrition and serve food for Child Nutrition programs.	ols? Examples of goods and services include
Select	all that apply:	
0	Procurement by sealed bids (i.e., an invitation for bids)	
0	Procurement by competitive proposals (i.e., using a Request for Propo	osals process)
0	Procurement by micro-purchasing	
0	Procurement by small purchase procedures	
0	Procurement by noncompetitive proposals	

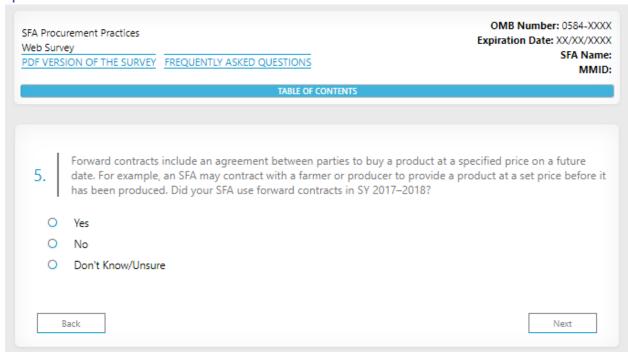
Web Surv	rement Practices By ON OF THE SURVEY FREQUENTLY ASKED QUESTIONS	OMB Number: 0584-XXXX Expiration Date: XX/XX/XXXXX SFA Name: MMID:
	TABLE OF CONTENTS	
3.	What factors influenced which competitive solicitation methods your SFA used services?	d to procure food, goods, and
Select a	ll that apply:	
0	Administrative capacity or developing contracts	
0	Amount of time available to plan the procurement	
0	Brands that are available	
0	Complexity of the purchase	
0	Estimated Cost	
0	Duration of the contract	
0	Kind/variety of foods available	
0	Pre-approval of vendor by State agency or USDA	
0	Purchase quantity	
0	SFA district size	
0	Specific standards that need to be met for products	
0	Specific standards that need to be met for the Child Nutrition programs	
0	State Regulations	
0	Other (Specify):	
0	Other (Specify):	
0	Other (Specify):	
E	ack	Next

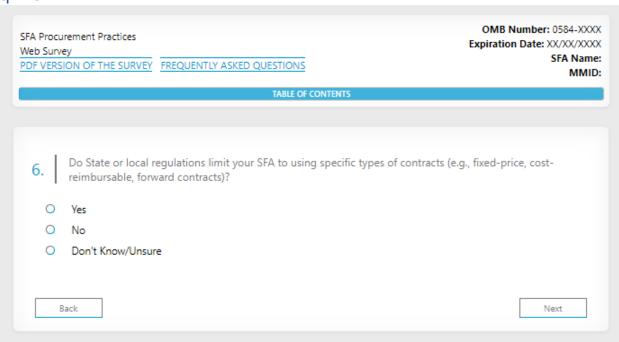
i1x2



SFA Procurement Practices Web Survey PDF VERSION OF THE SURVEY FREQUENTLY ASKED QUESTIONS	OMB Number: 0584-XXXX Expiration Date: XX/XX/XXXX SFA Name: MMID:
TABLE OF CONTENTS	
4. Which type(s) of contract(s) did your SFA award for SY 2017–2018 services?	for procured goods (specifically food) and
Select all that apply:	
☐ Fixed-price contracts	
 Fixed-price with economic price adjustment contracts 	
 Cost-reimbursable contracts (no fixed fee) 	
 Cost-reimbursable with fixed-fee contracts 	
Other (Specify):	
Back	Next

q1x5





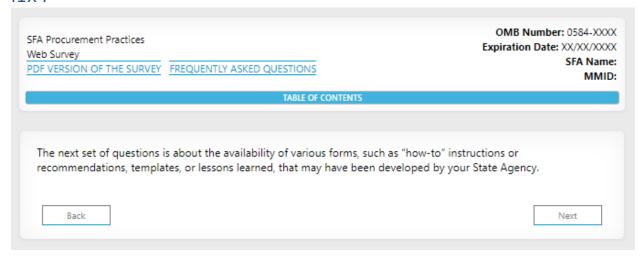
Survey VERSION OF THE SUR	VEY FREQUENTLY ASKED QUESTIONS	SFA Nam MMII
	TABLE OF CONTENTS	5
rank the three		ds for procuring food, goods, and services? Please ost important factor with a "1," the second most "3."
Consisten	cy in product	
Quality of	service	
Type of se	rvice	
Level of a	dministrative burden and oversight required	
Level of c	ontract oversight required	
Level of ri	sk (other than type of pricing such as length of	f contract)
Previous 6	experience	
Small pur	chase and micro-purchasing thresholds	
Type of p	ricing (fixed, flexible)	
Quantity	ourchased	
Estimated	cost	
Other (Sp	ecify):	
(op	eciful:	
Other (Sp	ecity).	

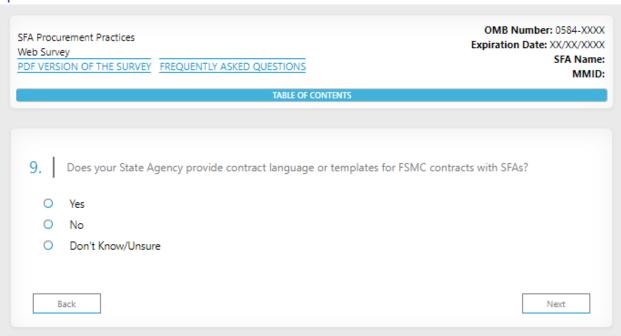
i1x3

A Procurements b Survey F VERSION O		FREQUENTLY ASKED QUE	<u>STIONS</u>		Expiration Date: XX/XX/XX/ SFA Nam MMI
			TABLE OF CONTENTS		
The next que	stions are ab	out formal and informal	(including micro- an	nd small purchas	ses) procurement. SFAs
		out formal and informal procurement procedure			ses) procurement. SFAs
	and informa	procurement procedure	es as described in the	table below:	ses) procurement. SFAs ffers; (4) awarding the contract; and
utilize forma	and informa	procurement procedure he solicitation; (2) publicly anno	es as described in the	table below:	
utilize forma Formal	(1) developing (5) managing the	procurement procedure he solicitation; (2) publicly anno e contract	es as described in the uncing/advertising the solicit	table below: tation; (3) evaluating of	

Procurement Practices Survey VERSION OF THE SURVEY FREQUENTLY ASKED QUESTIONS			3 Number: 0584-) ion Date: XX/XX/) SFA Na MI
TABLE OF CONTENTS			
Most contracts include specifications for products and services, provisions and conditions. Please indicate any additional contract formal or informal procurement (including micro- and small purplicable boxes in the list below.	ct provisions	that are integ	rated in your
		Formal Procurement	Informal Procurement
CONTRACT PROVISION			
CONTINUE TROVISION			_
Small Business		0	
		0	0
Small Business		0	0
Small Business Minority-owned business		0	0
Small Business Minority-owned business Woman-owned business		0	0 0
Small Business Minority-owned business Woman-owned business Geographic preference		0	0 0 0

i1x4



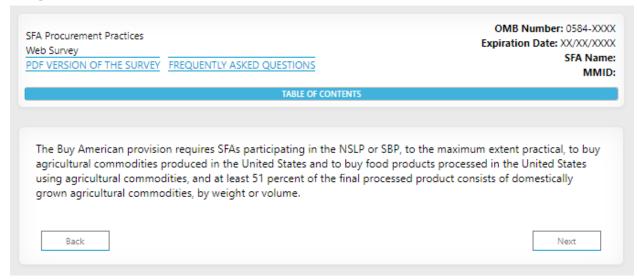


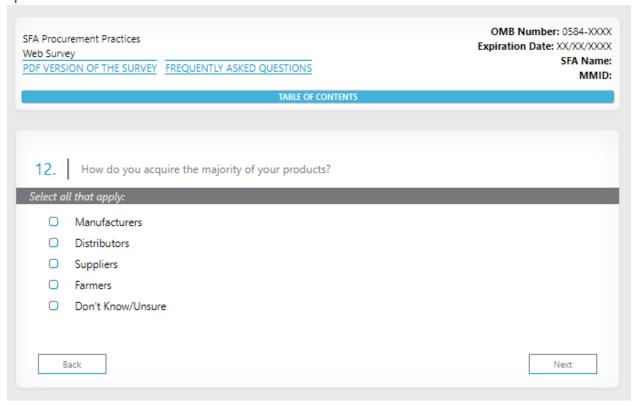
q1x10

A Procurement Practices Bb Survey		OMB Number: 0584-XXX Expiration Date: XX/XX/XXX
F VERSION OF THE SURVEY	FREQUENTLY ASKED QUESTIONS	SFA Name MMIE
	TABLE OF CONTENTS	
	Agency provide contract language or templates ocessors?	for SFA contracts with processors, includin
	Agency provide contract language or templates ocessors?	for SFA contracts with processors, includin



i1x5





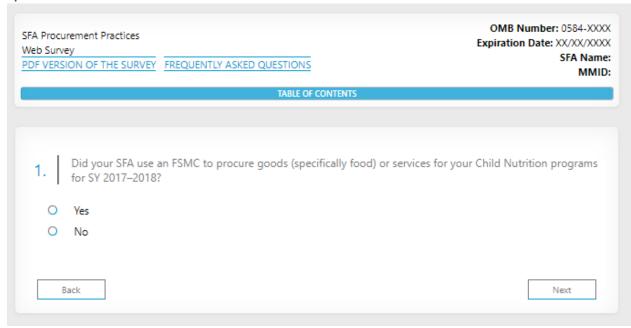
Include Include Include Include Include Include Include Reques Reques	methods/processes does your SFA use to ensure that your SFA complies with the Buy American sion? Buy American or "domestic" clause in product specifications for food Buy American or "domestic" clause in bid solicitations for food Buy American or "domestic" clause in requests for proposals for food Buy American or "domestic" clause in requests for proposals for food Buy American or "domestic" clause in purchase orders for food Buy American or "domestic" clause in other procurement documents for food distributors, manufacturers, or suppliers provide certification of the origin of their food products process for a distributor, manufacturer, or supplier to request permission to substitute a non-domestic roduct for a domestic product
Include Include Include Include Include Include Include Reques Reques	Buy American or "domestic" clause in product specifications for food Buy American or "domestic" clause in bid solicitations for food Buy American or "domestic" clause in requests for proposals for food Buy American or "domestic" clause in purchase orders for food Buy American or "domestic" clause in purchase orders for food Buy American or "domestic" clause in other procurement documents for food t distributors, manufacturers, or suppliers provide certification of the origin of their food products process for a distributor, manufacturer, or supplier to request permission to substitute a non-domestic
Include Include Include Include Include Include Include Include Reques Reques	Buy American or "domestic" clause in product specifications for food Buy American or "domestic" clause in bid solicitations for food Buy American or "domestic" clause in requests for proposals for food Buy American or "domestic" clause in purchase orders for food Buy American or "domestic" clause in purchase orders for food Buy American or "domestic" clause in other procurement documents for food t distributors, manufacturers, or suppliers provide certification of the origin of their food products process for a distributor, manufacturer, or supplier to request permission to substitute a non-domestic
Include Include Include Include Reques Have a food pr	Buy American or "domestic" clause in bid solicitations for food Buy American or "domestic" clause in requests for proposals for food Buy American or "domestic" clause in purchase orders for food Buy American or "domestic" clause in other procurement documents for food t distributors, manufacturers, or suppliers provide certification of the origin of their food products process for a distributor, manufacturer, or supplier to request permission to substitute a non-domestic
Include Include Include Reques Have a food pr	Buy American or "domestic" clause in requests for proposals for food Buy American or "domestic" clause in purchase orders for food Buy American or "domestic" clause in other procurement documents for food t distributors, manufacturers, or suppliers provide certification of the origin of their food products process for a distributor, manufacturer, or supplier to request permission to substitute a non-domestic
Include Include Reques Have a food pr	Buy American or "domestic" clause in purchase orders for food Buy American or "domestic" clause in other procurement documents for food t distributors, manufacturers, or suppliers provide certification of the origin of their food products process for a distributor, manufacturer, or supplier to request permission to substitute a non-domestic
☐ Include ☐ Reques ☐ Have a food pr	Buy American or "domestic" clause in other procurement documents for food t distributors, manufacturers, or suppliers provide certification of the origin of their food products process for a distributor, manufacturer, or supplier to request permission to substitute a non-domestic
Reques Have a food pr	t distributors, manufacturers, or suppliers provide certification of the origin of their food products process for a distributor, manufacturer, or supplier to request permission to substitute a non-domestic
Have a food pr	process for a distributor, manufacturer, or supplier to request permission to substitute a non-domestic
food p	
	odder for a dofficate product
	e distributors, manufacturers, or suppliers to provide documentation showing exceptions for supply of mestic food products
Examin	e food product packaging provided by the distributor, manufacturer, or supplier
Inquire	with the distributor, manufacturer, or supplier about the origin of the food product
Monito	r contractor performance to ensure compliance with "domestic" foods
Require	e certification of domestic content of food components
Other (Specify):
O None o	of the above
O Don't k	(now/Unsure

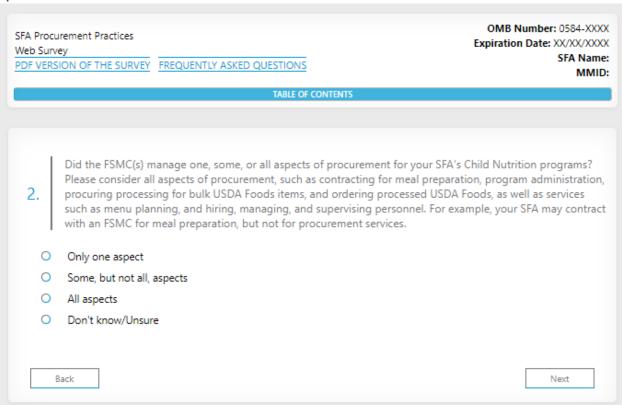
q1x14

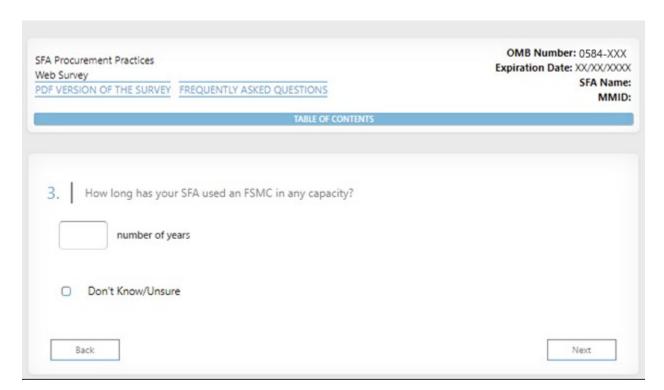
SFA Procurement F Web Survey	Practices		OMB Number: 0584-XXX Expiration Date: XX/XX/XXX
PDF VERSION OF 1	THE SURVEY	FREQUENTLY ASKED QUESTIONS	SFA Name MMID
		TABLE OF CONTENTS	
14. How food	does your s received?	SFA verify that the domestic commodity or produc	t that was solicited and awarded is the
Select all that a	pply:		
Identif	fy people wit	thin the SFA responsible for receiving goods (specific	ally food) and services
		ecifically food) or services, invoices, and documental	tion provided by contractor
Examin	ne goods (sp	ecilically rood) of services, invoices, and documental	p
		on identifying the percent of U.S. content in supplied	
☐ Reque	st certification		
Reque	st certification	on identifying the percent of U.S. content in supplied contractor certification records	
Reque Review	st certification	on identifying the percent of U.S. content in supplied contractor certification records	
Reque Review Review Other	est certification v applicable v compliance	on identifying the percent of U.S. content in supplied contractor certification records ereports	•
Reque Review Review Other	est certification v applicable v compliance (Specify):	on identifying the percent of U.S. content in supplied contractor certification records ereports	•

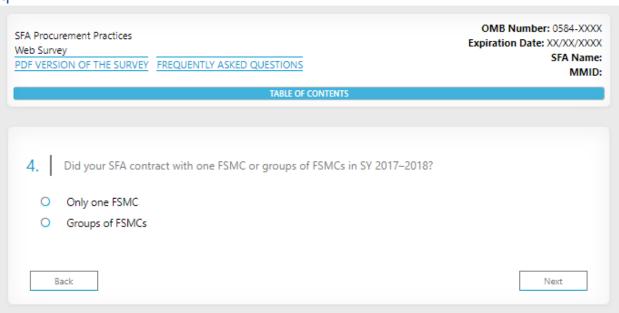
i2

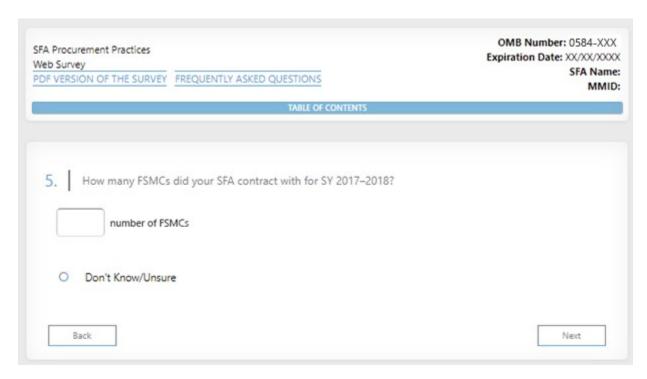


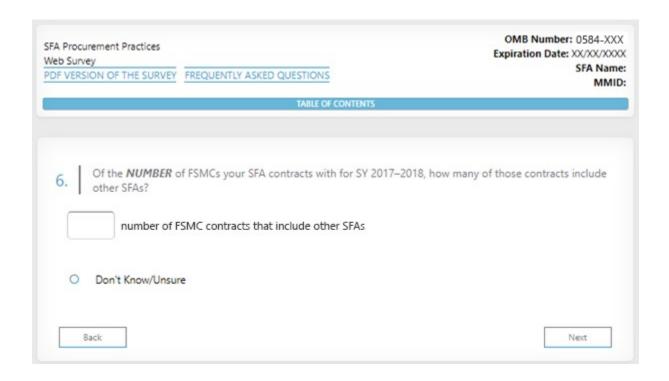












Web Surve	rement Practices ey ION OF THE SURVEY FREQUENTLY ASKED QUESTIONS	OMB Number: 0584-XXXX Expiration Date: XX/XX/XXXX SFA Name MMID
	TABLE OF CONTENTS	
7.	Why did your SFA decide to use the services of an FSMC?	
Select a	ll that apply:	
0	FSMCs coordinate all aspects of the procurement process	
0	FSMCs find year-round availability of key food products	
0	FSMCs coordinate procurement of local foods with regular procurement	
0	FSMCs provide a wider variety of local goods (specifically food) than vendors	
0	FSMCs offer lower prices than vendors	
	FSMCs offer more consistent prices than vendors	
	My SFA lacks the kitchen equipment to process/prepare foods	
0	FSMCs help my SFA maintain compliance in procurement regulations and policies	
0	FSMCs provide goods (specifically food) and services on time and resolve any deliv	ery issues
0	FSMCs procure products that meet SFA specifications, including Buy American requ	uirements
0	FSMCs hire staff which reduces SFA personnel oversight and costs	
0	My SFA lacks the personnel to administer program operations for break-even or po	ositive cash flow
	My SFA is challenged with expertise to plan, prepare, and serve nutritious food and	l meals
0	My SFA is challenged with the ability to attract and retain qualified staff to administ program	ter and operate the
0	My SFA has used an FSMC in the past	
0	The FSMC was already in use when I began working for my SFA	
0	The FSMC is directed by district leadership	
0	Other (Specify):	
0	Don't Know/Unsure	
В	ack .	Next

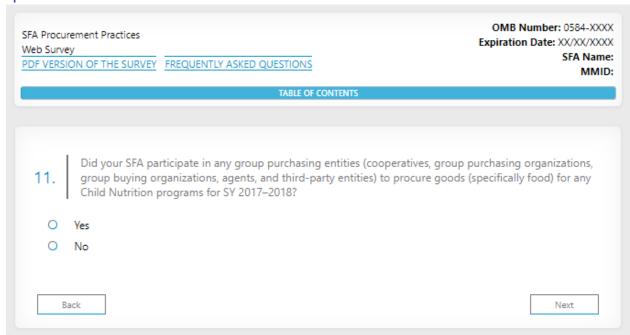
Web Surve	rement Practices ey ION OF THE SURVEY FREQUENTLY ASKED QUESTIONS TABLE OF CONTENTS	OMB Number: 0584-XXXX Expiration Date: XX/XX/XXXX SFA Name: MMID:
8. Select a	How did your SFA learn about available FSMCs?	
0	State Agency	
0	Local Education Agency	
0	School officials (e.g., board members, district administrators)	
0	Issued a Request for Information	
0	Advertised solicitation for FSMC services	
0	Other SFAs	
0	Approached by FSMC(s)	
0	Advisory group	
0	The FSMC was already in use when I began working for my SFA	
0	Other (Specify):	
0	Don't Know/Unsure	
В	ack	Next

Web Surv	rement Practices ey		Expiration Date: XX/XX/XXXX SFA Name:
PDF VERS	ION OF THE SURVEY	FREQUENTLY ASKED QUESTIONS	MMID:
		TABLE OF CONTENTS	
9.	How does your SF be monitoring to	A monitor FSMC performance after award? An exercise that the FSMC has provided domestic foo	xample of "performance monitoring" would ods as required by the contract.
Select a	ll that apply:		
0	Identify people wit	hin the SFA responsible for receiving goods (specif	fically food) and services
0	Examine goods (sp	ecifically food) or services, invoices, and document	tation provided by the FSMC
0	Request certification	n identifying the percent of U.S. content in supplie	ed commercially procured foods
0	Review applicable	FSMC certification records	
0	Review compliance	reports	
0	Other (Specify):		
0	Don't Know/Unsur	2	
	Back		Next

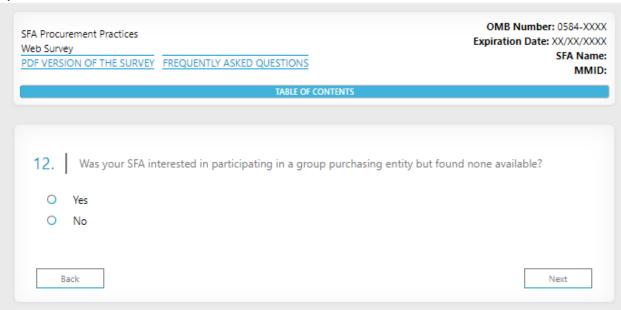
A Procurement Practices b Survey F VERSION OF THE SURVEY FREQUENT	TLY ASKED QUESTIONS				umber: 0584-XX Date: XX/XX/XX SFA Nar MM
	TABLE OF CO	NTENTS			
Please indicate the Child N supplies, equipment or so example of combining wor formal IFB/RFP, FSMCs) to programs operated.	ervices in SY 2017–2018 uld be to use the same p	by checking rocurement	the applicabl (e.g., small pu	e boxes in the rchases, micro	table below. Ar -purchases,
CHILD MILITRITION PROCESSAM		Food	Supplies	Equipment	Services
NSLP CHILD NUTRITION PROGRAM		0	0	0	0
SBP		0	0		
FFVP		0	0	0	0
SFSP		0	0	0	0
CACFP			0	0	0
Other (Specify):		0	0	0	0
None		0	0	0	0
Back					Next

i2x1

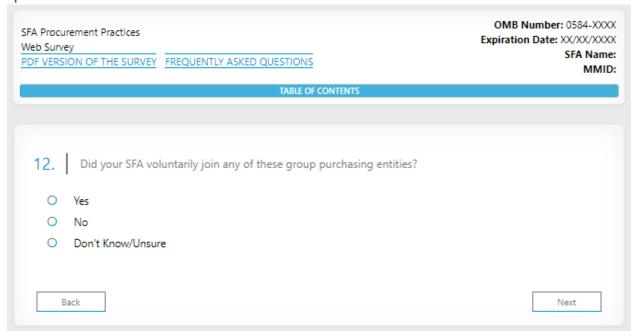
TABLE OF CONTENTS	
In the following questions, we want to understand the ways that your SFA may have used	2
(cooperatives, group purchasing organizations, group buying organizations, agents, and procure goods (specifically food) and services for your Child Nutrition programs for SY 2	
procure goods (specifically food) and services for your critical Nutrition programs for 31 2	017-2010.

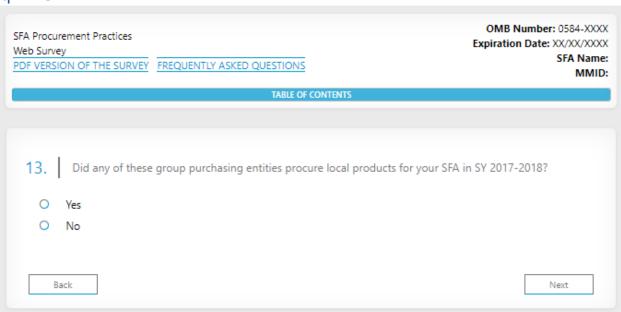


q2x12x1

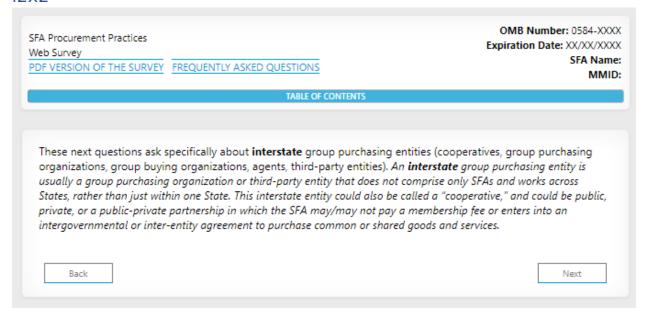


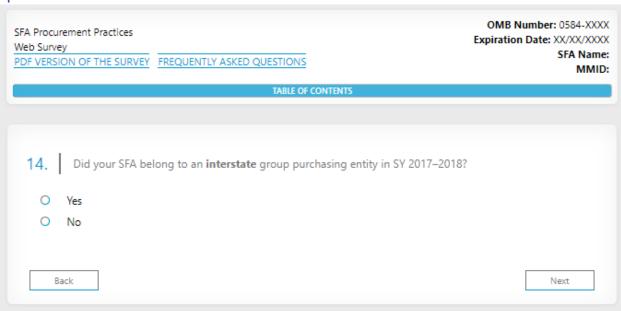
q2x12x2

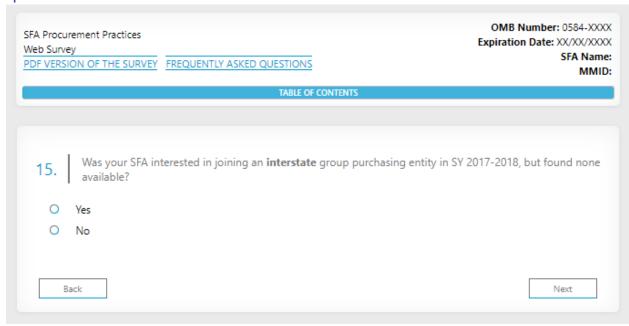




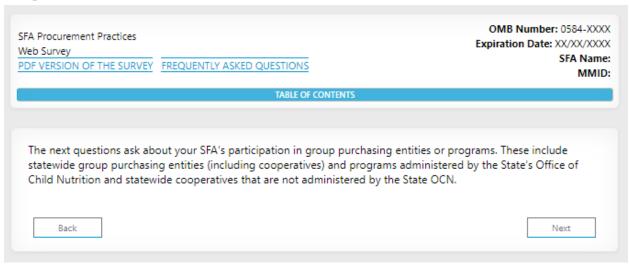
i2x2







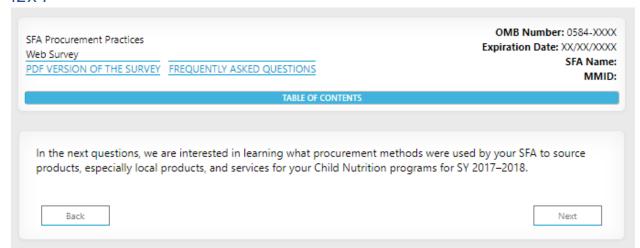
i2x3



FA Procurement Practices /eb Survey DF VERSION OF THE SUR\	/EY FREQUENTLY ASKED QUESTIONS	Expiration Date: XX/XX/XXXX SFA Name: MMID:
	TABLE OF CONTENTS	
16. Does your St purchasing p	rate Office of Child Nutrition offer a statewide group programs?	purchasing entity or other statewide
16. Does your St purchasing p	rate Office of Child Nutrition offer a statewide group programs?	purchasing entity or other statewide
	rate Office of Child Nutrition offer a statewide group programs?	purchasing entity or other statewide
O Yes	ate Office of Child Nutrition offer a statewide group programs?	purchasing entity or other statewide

A Procurement Practices leb Survey OF VERSION OF THE SURVEY	FREQUENTLY ASKED QUESTIONS		Number: 0584-XX on Date: XX/XX/XXX SFA Nam MMI
	TABLE OF CONTENTS		
17. Please indicate if			- in CV 2017, 2010
	t vour SFA participated in statewide purchasing cooperatives	s or programs	
17. Trease mareate in	f your SFA participated in statewide purchasing cooperatives	s or programs	S III 31 2017–2016
	r your SFA participated in statewide purchasing cooperatives	Yes Yes	No No
SFA PARTICIPATION	de purchasing cooperative or program administered by your		
SFA PARTICIPATION Participated in a statewic State Office of Child Nutr	de purchasing cooperative or program administered by your rition	Yes	
SFA PARTICIPATION Participated in a statewic State Office of Child Nutr Participated in a statewic	de purchasing cooperative or program administered by your rition	Yes	No

i2x4



SFA Procurement Practices

Web Survey
PDF VERSION OF THE SURVEY FREQUENTLY ASKED QUESTIONS

OMB Number: 0584-XXXX Expiration Date: XX/XX/XXXX

SFA Name: MMID:

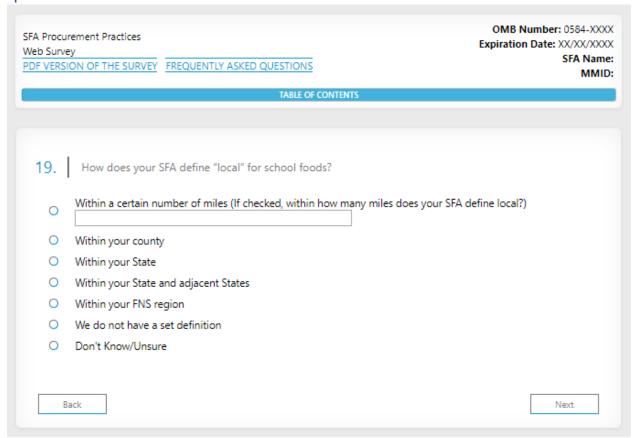
18.

Please check boxes in the grid to indicate whether your SFA has sourced foods locally and/or non-locally for any of the product groups listed in the far-left column, through any of the procurement methods or purchasing entities that you identified earlier which are listed in the top row.

elect all that ap	pty:						
	Competitive Proposal Methods	Sealed Bid Methods	Small Purchases	Micro- Purchases	FSMCs	Group Purchasing Entities (cooperatives and agents that procure using Program and government wide regulations)	Third Party Group Purchasing Entities (not bound by Program and government- wide regulations)
Fruits: Local	0	0	0	0	0	0	0
Fruits: Non- local	0	0	0	0	0	o	0
Vegetables & Vegetable Subgroups (legumes, leafy greens, etc.): Local	0	0	0	0	0	0	0
Vegetables & Vegetable Subgroups (legumes, leafy greens, etc.): Non- local	0	0	0	0	0	0	0
Grains/Grain Products: Local	o	0	0	0	0	0	0
Grains/Grain Products: Non-local	o	0	0	0	0	0	0
Meats/Meat Alternatives and Seafood: Local	0	0	0	0	0	0	0
Meats/Meat Alternatives and Seafood: Non-local	0	0	0	0	0	0	0
Dairy/Fluid Milk: Local	0	0	0	0	0	0	0
Dairy/Fluid Milk: Non- local	o	0	0	0	0	0	0

Back

Next



SFA Procurement Practices Web Survey
PDF VERSION OF THE SURVEY FREQUENTLY ASKED QUESTIONS

OMB Number: 0584-XXXX Expiration Date: XX/XX/XXXX SFA Name: MMID:

Group Purchasing

Please check boxes in the grid to indicate whether your SFA has sourced any of the goods or services listed in the far-left column through any of the procurement methods or purchasing entities that are listed in the top row for Child Nutrition programs at your SFA's schools for SY 2017–2018. 20.

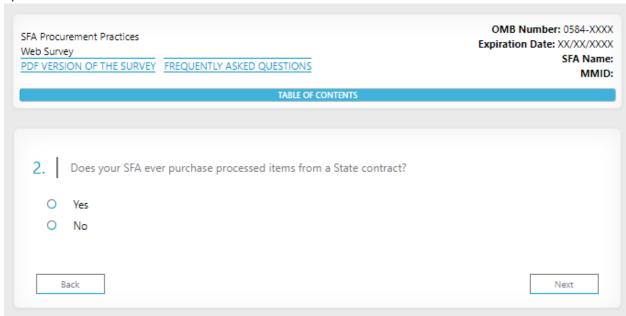
	Competitive Proposal Methods	Sealed Bid Methods	Small Purchases	Micro- Purchases	FSMCs	Entities (cooperatives and agents that procure using Program and government- wide regulations)	Third Party Group Purchasing Entities (not bound by Program and government- wide regulations)
A la carte meal service	0	0	0	0	0	0	0
After-school snacks	0	0	0	0	0	0	0
Menu planning	0	0	0	0	0	0	0
Preparing meals	0	0	0	0	0	0	0
Purchasing vended meals	0	0	0	0	0	0	0
Managing food preparation	0	0	0	0	0	0	0
Managing services for Child Nutrition programs	0	0	0	0	0	0	0
Managing meal services at sites	0	0	0	0	0	0	0
Program management	0	0	0	0	0	0	0
Managing and supervising personnel	0	0	0	0	0	0	0
Managing inventory	0	0	0	0	0	0	0
Managing safety and sanitation	0	0	0	0	0	0	0
Purchasing equipment	0	0	0	0	0	0	0
Purchasing goods, specifically food	0	0	0	0	0	0	0
Purchasing services	0	0	0	0	0	0	0
Purchasing services to convert raw and/or bulk USDA Foods into ready-to-use end products	0	0	0	0	0	0	0
Delivery of bulk products for meal preparation	0	0	0	0	0	0	0
Delivering meals to sites	0	0	0	0	0	0	0
Product storage	0	0	0	0	0	0	0
Site cleanup after meals	0	0	0	0	0	0	0
Storing vended meals	0	0	0	0	0	0	0
Providing nutrition education	0	0	0	0	0	0	0
Providing onsite staff to support services	0	0	0	0	0	0	0
Ensuring compliance with procurement rules and regulations	0	0	0	0	0	0	0
Other (Specify):	0	0	0	0	0	0	0

Back

Next







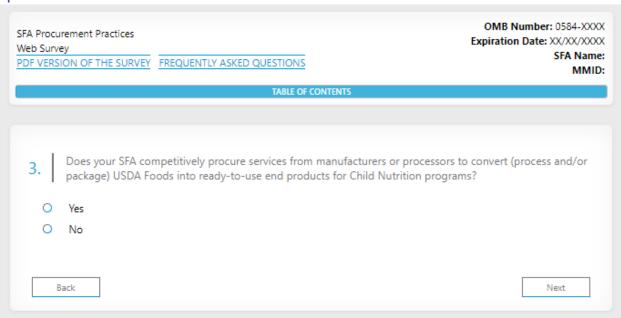
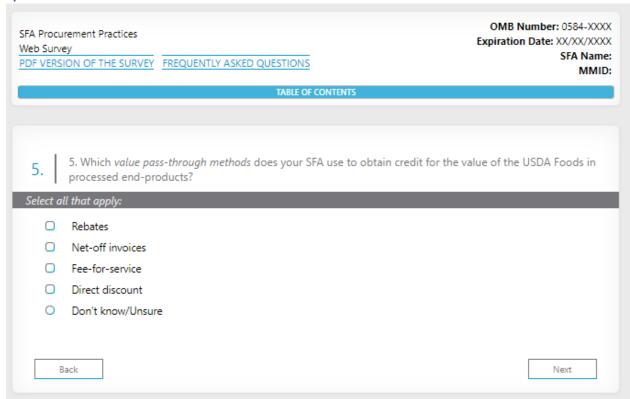
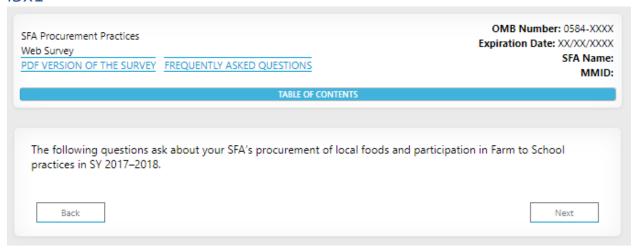
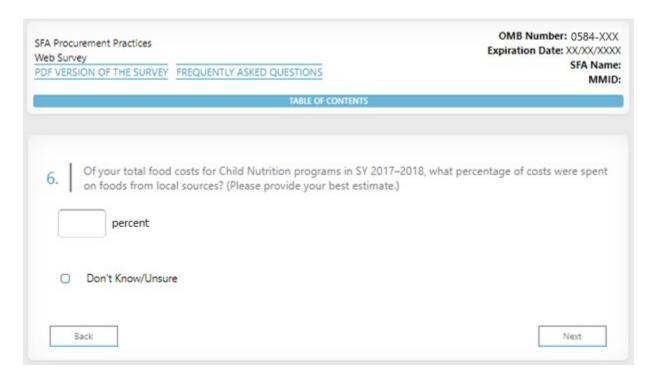


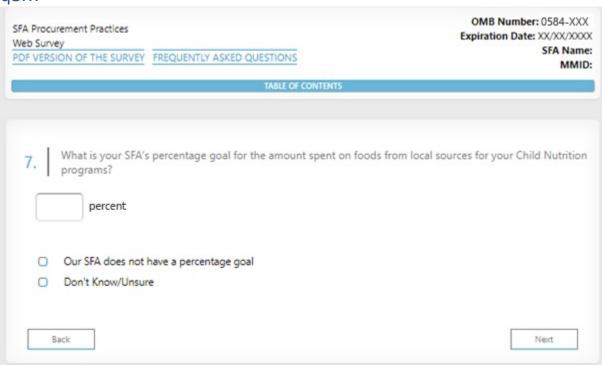
	TABLE OF CONTENTS	MMI
	TABLE OF CONTENTS	
4.	How does your SFA competitively procure USDA Foods processed end products for By USDA Foods processed end products, we mean USDA Foods that have been sent to into ready-to-use end products.	
Select a	all that apply:	
0	Procure directly with manufacturers or food processors that have a National processing	g agreement with USDA
0	Allow distributors (for example, Sysco or US Foods) to procure finished products	
	Finished items contracted by the FSMC, cooperative purchasing group, and/or group by	ouying organization
	Procure directly with in-state processors	
	Allow meal vendor (for example, Revolution Foods) to procure finished products	
	Other fod source supplier 1 (Specify):	
	Other fod source supplier 2 (Specify):	



i3x1

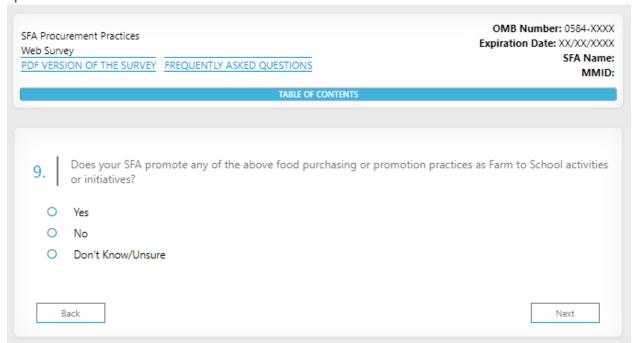






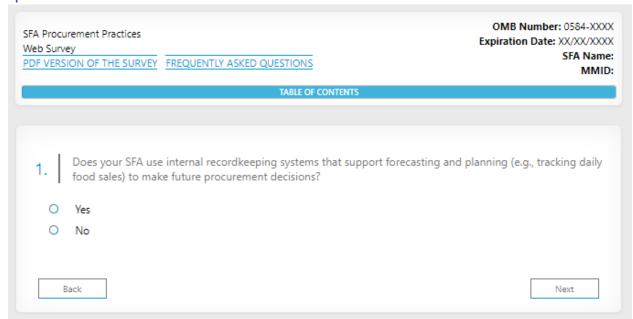
Procurement Practices b Survey VERSION OF THE SURVEY FREQUENTLY ASKED QUESTIONS			Number: 0584-X n Date: XX/XX/X SFA Nai MM
TABLE OF CONTENTS			
Please check boxes in the table below to indicate which food p your FSMC (if you contract with one), group purchasing entity (separate from your FMSC or group purchasing entity to support	if you participa	te in one), and	your SFA
	Practice used by your FSMC	Practice used by your group purchasing entity	Practice used by your SFA directly (separate from your FSMC and/or group purchasing entity)
FOOD PURCHASING AND PROMOTION PRACTICES			
Sourcing products using the geographic preference option	0	0	0
Direct purchasing from local farmers using small or micro-purchases	0	0	0
Sourcing products from school gardens	0	0	0
Promoting garden/agricultural education in the cafeteria	0	0	0
Creating and tending to school gardens	0	0	0
Supporting local farms in other ways (Specify):	0	0	0
Supporting school gardening in other ways (Specify):	0	0	0
None	0	0	0
Don't Know/Unsure	0	0	0
Back			Next

q3x9



i4





Web Surve	rement Practices ey ION OF THE SURVEY FREQUENTLY ASKED QUESTIONS	OMB Number: 0584-XXXX Expiration Date: XX/XX/XXXX SFA Name: MMID:
	TABLE OF CONTENTS	
2.	What big-picture priorities shape your SFA's approach to procurement?	
'		
Select a	ll that apply:	
0	Food service staffing needs	
0	Food service staffing costs	
0	Food service equipment and supply <u>needs</u>	
0	Food service equipment and supply <u>costs</u>	
0	Food service operations	
0	Program management/administration needs	
0	SFA or school size	
0	Child Nutrition Program participation rates	
0	Menu items/variety	
0	Local wellness policies and nutrition goals	
0	Input from State Agency and/or State Distributing Agency	
0	Input from other SFAs	
0	Input from an advisory council	
0	Input from the student body	
0	Input from the community	
0	Storage capacity	
0	Regulatory meal pattern requirements	
0	School board	
0	Other (Specify):	
В	ack	Next

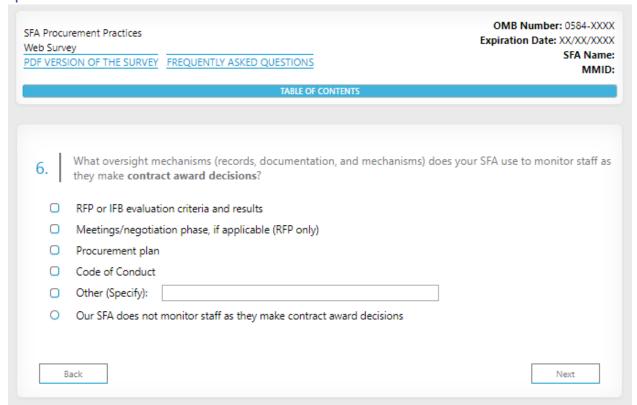
SFA Procurement Practices Web Survey PDF VERSION OF THE SURVEY FREQUENTLY ASKED QUESTIONS	OMB Number: 0584-XXXX Expiration Date: XX/XX/XXXX SFA Name:
	MMID:
TABLE OF CONTENTS	
Please rank the three most important sources of information your S for procurement by indicating the most important item with a "1," to the third most important with a "3."	
Food service staffing needs	
Food service staffing costs	
Food service equipment and supply needs	
Food service equipment and supply costs	
Food service operations	
Program management/administration needs	
Child Nutrition Program participation rates	
Menu items/variety	
Local wellness policies and nutrition goals	
Input from State Agency and/or State Distributing Agency	
Input from other SFAs	
Input from an advisory council	
Input from the student body	
Input from the community	
Storage capacity	
Regulatory meal pattern requirements	
School board	
Back	Next

Web Surve	rement Practices by ON OF THE SURVEY FREQUENTLY ASKED QUESTIONS	OMB Number: 0584-XXXX Expiration Date: XX/XX/XXXX SFA Name: MMID:
	TABLE OF CONTENTS	MMID:
4.	Please indicate all staff involved in procurement planning for your Child Nutrition 2018 by selecting the corresponding box in the list below.	on programs during SY 2017–
Select a	l that apply:	
	SFA nutrition director	
0	SFA food service director or manager	
0	SFA head cook or kitchen/cafeteria manager	
0	Non-managerial food service staff	
0	District business office or purchasing department official	
0	District superintendent	
0	District school board	
0	State Agency Child Nutrition director or staff	
0	FSMC liaison	
0	Governing or advisory board	
0	Sales broker	
0	Group purchasing entity (cooperative, agent, or third-party service)	
0	Cooperative that only includes Child Nutrition Program operators	
0	Chief Financial Officer or SFA business office	
0	Other (Specify):	
В	ack	Next

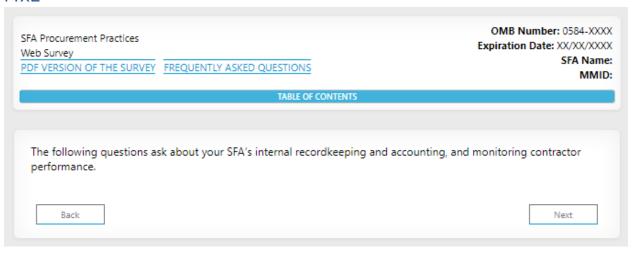
i4x1



eb Surve	rement Practices By ON OF THE SURVEY FREQUENTLY ASKED QUESTIONS	Expiration Date: XX/XX/XXXX SFA Name MMID
	TABLE OF CONTENTS	
5.	What oversight mechanisms (records, documentation, and mechanisms) they make procurement-related decisions ?	does your SFA use to monitor staff as
0	FSMC monitoring forms	
	Cost records	
	Revenue records	
	Invoice records	
	Meal production records	
0	Meal count records	
0	Meal claim records	
	RFP or IFB documentation	
	Email communications	
	Telephone communications	
	Site visits	
	Meetings	
	Procurement plan	
	Code of Conduct	
	Other (Specify):	
	Our SFA does not monitor staff as they make procurement-related decisions	



i4x2



Web Surv	urement Practices vey SION OF THE SURVEY FREQUENTLY ASKED QUESTIONS OMB Number: 0584-XXXX Expiration Date: XX/XX/XXXX SFA Name: MMID:
	TABLE OF CONTENTS
7.	What records or methods does your SFA use to track discounts, rebates, and credits for commercially purchased foods in cost-reimbursable contracts?
Select a	all that apply:
0	Electronic accounting system
0	Velocity reports (a velocity report provides the SFA the quantity, the date of purchase, and other information about the purchase of food products from a vendor) or current and historical sales information
0	Invoices for expenses
0	Profit and loss statements
0	Defined procedures in contract
0	Recordkeeping method of the broker or manufacturer
0	Other (Specify):
0	Don't Know/Unsure
E	Back Next

Web Surv	curement Practices Expiration	lumber: 0584-XXXX n Date: XX/XX/XXXX SFA Name: MMID:
	TABLE OF CONTENTS	
8.	What method does your SFA use to identify accounting errors when tracking discounts, rebat for commercially purchased foods and cost-reimbursable contracts?	tes, and credits
	t all that apply:	
0	,,,	
	state rigerity revenue the costs, discounts, results, and approach create maintained by the costs	
0	Local education agency reviews the costs, discounts, rebates, and applicable credits maintained be contractor	y the
0	Review profit and loss statements	
0	Review the methods contractors use to track discounts, rebates, and other applicable credits	
0	Monitor revenues and expenses based on the accounting method of the contractor	
0	Determine if the vendor is compliant with contractual disclosure method	
0	Other (Specify):	
0	Don't Know/Unsure	
	Back	Next

A Procurement Practices	OMB Number: 0584-X)
b Survey	Expiration Date: XX/XX/XX SFA Nat
F VERSION OF THE SURVEY FREQUENTLY ASKED QUESTIONS	MM
TABLE OF CONTENTS	
Lu con a con a	
 How does your SFA monitor contractor performance after awards would be monitoring to ensure that the contractor has provided 	all foods as required by the contract,
elect all that apply:	
	rifically food) and conices
 Identify people within the SFA responsible for receiving goods (spec Examine goods (specifically food) or services, invoices, and docume 	
Request certification identifying the percent of U.S. content in suppl	•
Review applicable contractor certification records	ned commercially procured roods
Review compliance reports	
Other (Specify):	
O Don't Know/Unsure	
Back	Next
USER	IVEAL
Procurement Practices	OMB Number: 0584-XX
b Survey	Expiration Date: XX/XX/XX SFA Nat
F VERSION OF THE SURVEY FREQUENTLY ASKED QUESTIONS	MM
TABLE OF CONTENTS	
SECTION V. PROCUREMENT GUIDANCE, TRAIN	ING AND REST PRACTICES
SECTION V. PROCOREMENT GOIDANCE, TRAIN	into, AND BEST TRACTICES
his section contains questions about whether your SFA uses any guidance	ce or templates when developing
olicitations for procurement of goods (specifically food) and services, as	
by guidance, we are referring to assistance or information provided by an	
ection also includes questions about any trainings your State Agency and procurement. We begin with questions about guidance.	d local education agency provide related to

TABLE OF CONTENTS 1. Does your State Agency or local education agency require your SFA to use any of the following guida developing procurement contract solicitations? Select all that apply: Yes, FNS-provided guidanc Yes, State Agency-provided guidance Yes, local education agency-provided guidance	MMIC
Does your State Agency or local education agency require your SFA to use any of the following guida developing procurement contract solicitations? Select all that apply: Yes, FNS-provided guidanc Yes, State Agency-provided guidance	owing guidance for
Select all that apply: Yes, FNS-provided guidanc Yes, State Agency-provided guidance	owing guidance for
Select all that apply: Yes, FNS-provided guidanc Yes, State Agency-provided guidance	owing guidance for
Select all that apply: Yes, FNS-provided guidanc Yes, State Agency-provided guidance	owing guidance for
 ○ Yes, FNS-provided guidanc ○ Yes, State Agency-provided guidance 	3 3
○ Yes, State Agency-provided guidance	
Ver local education agency-provided guidance	
es, local education agency-provided guidance	
 No, my State Agency and local education agency do NOT require my SFA to use any guidance for develop procurement contract solicitations 	e for developing
O Don't Know/Unsure	

Procurement Practices Survey VERSION OF THE SURVEY FREQUENTLY ASKED QUESTIONS	Expiration	n Date: XX/XX SFA I
TABLE OF CONTENTS		, n
inde of contains		
Please check hoves in the table below to indicate which guidance ENS or you	r State Agency	, has provid
Please check boxes in the table below to indicate which guidance FNS or you to your SFA and which guidance has your SFA explicitly used for developing	procurement so	olicitations.
ect all that apply:		
	Provided by FNS or your State Agency	Used by your SFA
TYPE OF GUIDANCE FOR DEVELOPING PROCUREMENT SOLICITATIONS	,	,
Memos from FNS	0	0
Issue briefs from FNS	0	0
Manuals from FNS	0	0
Frequently Asked Questions (FAQs) from FNS	0	0
Institute of Child Nutrition online courses (e.g., "General Requirements and Responsibilities," "How Procurement Works: Planning, Executing, and Administering a Competitive Procurement")	0	0
Institute of Child Nutrition in-person trainings (e.g., "Procurement in the 21st Century")	0	0
USDA training (e.g., webinars, pamphlets, in-person training)	0	0
Memos from your State Agency	0	0
Frequently Asked Questions (FAQs) from your State Agency	0	0
State-sponsored training	0	0
One-on-one guidance	0	0
Weekly correspondence/communication	0	0
Other (Specify):	0	0
None	0	0
Don't know/Unsure	0	0
	1	

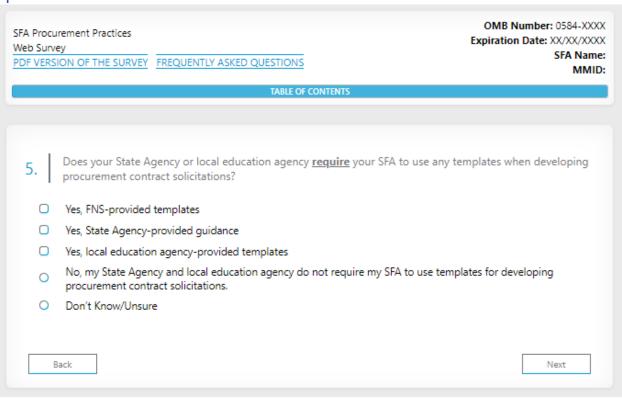
Web Surv	rement Practices By ON OF THE SURVEY FREQUENTLY ASKED QUESTIONS	OMB Number: 0584-XXXX Expiration Date: XX/XX/XXXX SFA Name: MMID:
	TABLE OF CONTENTS	
3.	Have any members of your SFA staff, including you, completed any of the follow online courses related to procurement contract solicitation?	wing Institute of Child Nutrition
Select a	ll that apply:	
0	Financial Management: A Course for School Nutrition Directors	
0	Food Production Records	
0	Inventory Management and Tracking	
0	Quality in Value Added Products	
0	USDA Foods: Department of Defense (DoD) Fresh Fruit and Vegetable Program - Ti	he Basics
0	USDA Foods: Life Cycle of USDA Foods	
0	USDA State Agency Guidance to Procurement Topic 1: General Requirements and F	Responsibilities
0	USDA State Agency Guidance to Procurement Topic 2: How Procurement Works: PI Administering a Competitive Procurement	anning, Executing, and
0	USDA State Agency Guidance to Procurement Topic 3: Special Considerations	
0	Procurement in the 21st Century	
0	Other (Specify):	
0	None of our SFA staff members have completed any Institute of Child Nutrition on procurement contract solicitation	line courses related to
E	ack	Next

q5x4

rocurement Practices Survey /ERSION OF THE SURVEY FREQUENTLY ASKED QUESTIONS		lumber: 0584- n Date: XX/XX/ SFA N M
TABLE OF CONTENTS		
Please check boxes in the table below to indicate which kind of guidance	your local aducati	on agency ba
provided to your SFA and which kind of guidance your SFA has explicitly solicitations.		
ес ин тис иррсу:	Provided by your local education agency	Used by your SFA
YPE OF GUIDANCE FOR DEVELOPING PROCUREMENT SOLICITATIONS		
Memos	0	0
Frequently Asked Questions (FAQs)	0	0
ssue briefs	0	0
Manual/handbooks	0	0
Local procurement requirements	0	0
Slide decks	0	0
nformational web pages	0	0
One-on-one guidance	0	0
Group training	0	0
Weekly correspondence/communication	0	0
Other (Specify):	0	0
None	0	0
Don't know/Unsure	0	0

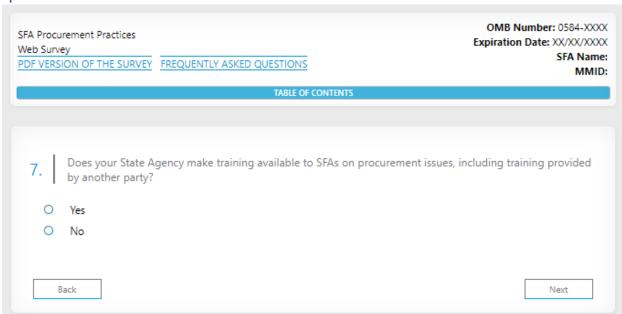


q5x5



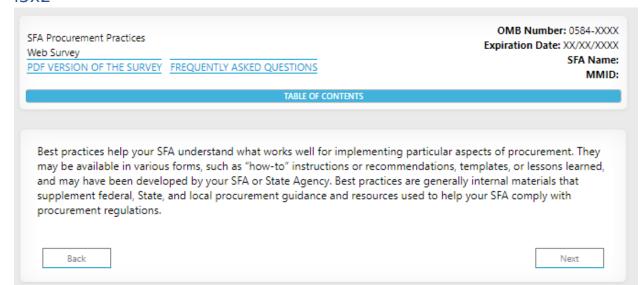
A Procurement Practices b Survey F VERSION OF THE SURVEY FREQUENTLY ASKED QUESTIONS				umber: 0584-X Date: XX/XX/X SFA Nar MN
TABLE OF CO	ONTENTS			
6. Please check boxes in the table below to indicate whether the deducation agency has provided to your SFA and whether the procurement solicitations.				
elect all that apply:	Provided	Provided by Your State	Provided by Your Local Education	Used by
	by FNS	Agency	Agency	Your SFA
TYPE OF TEMPLATE FOR DEVELOPING PROCUREMENT	NT SOLICITAT	IONS _		Your SFA
Solicitation templates for competitive sealed bids, IFBs	NT SOLICITAT	IONS	0	Your SFA
Solicitation templates for competitive sealed bids, IFBs Solicitation templates for competitive proposals, RFPs	NT SOLICITAT	IONS O	0	Your SFA
Solicitation templates for competitive sealed bids, IFBs	NT SOLICITAT	IONS	0	Your SFA
Solicitation templates for competitive sealed bids, IFBs Solicitation templates for competitive proposals, RFPs Solicitation templates for small purchases	NT SOLICITAT	IONS O O	0	Your SFA

q5x7



8. What training topics does your State Agency make available to your SFA about procurement? Select all that apply: Updates and changes to federal procurement policies and regulations Updates and changes to State procurement policies and regulations Products and specifications Solicitations Proposal/bid evaluations Food and supply orders Group purchasing efforts Forecasting Solicitations for contracts with FSMCs Farm to School activities and initiatives Procurement of local foods and geographic preference USDA Foods Processing Developing solicitations and contracts Services Code of Conduct Procedures for conducting procurement Allowable procurement methods to use Buy American Other (Specify):	Web Surv	rement Practices by ON OF THE SURVEY FREQUENTLY ASKED QUESTIONS	OMB Number: 0584-XXXX Expiration Date: XX/XX/XXXX SFA Name: MMID:
Select all that apply: Updates and changes to federal procurement policies and regulations Updates and changes to State procurement policies and regulations Products and specifications Solicitations Proposal/bid evaluations Food and supply orders Group purchasing efforts Forecasting Solicitations for contracts with FSMCs Farm to School activities and initiatives Procurement of local foods and geographic preference USDA Foods Processing Developing solicitations and contracts Services Code of Conduct Procedures for conducting procurement Allowable procurement methods to use Buy American Other (Specify):		TABLE OF CONTENTS	
Select all that apply: Updates and changes to federal procurement policies and regulations Updates and changes to State procurement policies and regulations Products and specifications Solicitations Proposal/bid evaluations Food and supply orders Group purchasing efforts Forecasting Solicitations for contracts with FSMCs Farm to School activities and initiatives Procurement of local foods and geographic preference USDA Foods Processing Developing solicitations and contracts Services Code of Conduct Procedures for conducting procurement Allowable procurement methods to use Buy American Other (Specify):			
Select all that apply: Updates and changes to federal procurement policies and regulations Updates and changes to State procurement policies and regulations Products and specifications Solicitations Proposal/bid evaluations Food and supply orders Group purchasing efforts Forecasting Solicitations for contracts with FSMCs Farm to School activities and initiatives Procurement of local foods and geographic preference USDA Foods Processing Developing solicitations and contracts Services Code of Conduct Procedures for conducting procurement Allowable procurement methods to use Buy American Other (Specify):			
Updates and changes to federal procurement policies and regulations Updates and changes to State procurement policies and regulations Products and specifications Solicitations Proposal/bid evaluations Food and supply orders Group purchasing efforts Forecasting Solicitations for contracts with FSMCs Farm to School activities and initiatives Procurement of local foods and geographic preference USDA Foods Processing Developing solicitations and contracts Services Code of Conduct Procedures for conducting procurement Allowable procurement methods to use Buy American Other (Specify):	8.	What training topics does your State Agency make available to your SFA about p	rocurement?
Updates and changes to State procurement policies and regulations Products and specifications Solicitations Proposal/bid evaluations Food and supply orders Group purchasing efforts Forecasting Solicitations for contracts with FSMCs Farm to School activities and initiatives Procurement of local foods and geographic preference USDA Foods Processing Developing solicitations and contracts Services Code of Conduct Procedures for conducting procurement Allowable procurement methods to use Buy American Other (Specify):	Select a	l that apply:	
Products and specifications Solicitations Proposal/bid evaluations Food and supply orders Group purchasing efforts Forecasting Solicitations for contracts with FSMCs Farm to School activities and initiatives Procurement of local foods and geographic preference USDA Foods Processing Developing solicitations and contracts Services Code of Conduct Procedures for conducting procurement Allowable procurement methods to use Buy American Other (Specify):	0	Updates and changes to federal procurement policies and regulations	
Solicitations Proposal/bid evaluations Food and supply orders Group purchasing efforts Forecasting Solicitations for contracts with FSMCs Farm to School activities and initiatives Procurement of local foods and geographic preference USDA Foods Processing Developing solicitations and contracts Services Code of Conduct Procedures for conducting procurement Allowable procurement methods to use Buy American Other (Specify):	0	Updates and changes to State procurement policies and regulations	
Proposal/bid evaluations Food and supply orders Group purchasing efforts Forecasting Solicitations for contracts with FSMCs Farm to School activities and initiatives Procurement of local foods and geographic preference USDA Foods Processing Developing solicitations and contracts Services Code of Conduct Procedures for conducting procurement Allowable procurement methods to use Buy American Other (Specify):	0	Products and specifications	
Food and supply orders Group purchasing efforts Forecasting Solicitations for contracts with FSMCs Farm to School activities and initiatives Procurement of local foods and geographic preference USDA Foods Processing Developing solicitations and contracts Services Code of Conduct Procedures for conducting procurement Allowable procurement methods to use Buy American Other (Specify):	0	Solicitations	
Group purchasing efforts Forecasting Solicitations for contracts with FSMCs Farm to School activities and initiatives Procurement of local foods and geographic preference USDA Foods Processing Developing solicitations and contracts Services Code of Conduct Procedures for conducting procurement Allowable procurement methods to use Buy American Other (Specify):	0	Proposal/bid evaluations	
Forecasting Solicitations for contracts with FSMCs Farm to School activities and initiatives Procurement of local foods and geographic preference USDA Foods Processing Developing solicitations and contracts Services Code of Conduct Procedures for conducting procurement Allowable procurement methods to use Buy American Other (Specify):	0	Food and supply orders	
Solicitations for contracts with FSMCs Farm to School activities and initiatives Procurement of local foods and geographic preference USDA Foods Processing Developing solicitations and contracts Services Code of Conduct Procedures for conducting procurement Allowable procurement methods to use Buy American Other (Specify):	0	Group purchasing efforts	
Farm to School activities and initiatives Procurement of local foods and geographic preference USDA Foods Processing Developing solicitations and contracts Services Code of Conduct Procedures for conducting procurement Allowable procurement methods to use Buy American Other (Specify):	0	Forecasting	
Procurement of local foods and geographic preference USDA Foods Processing Developing solicitations and contracts Services Code of Conduct Procedures for conducting procurement Allowable procurement methods to use Buy American Other (Specify):	0	Solicitations for contracts with FSMCs	
USDA Foods Processing Developing solicitations and contracts Services Code of Conduct Procedures for conducting procurement Allowable procurement methods to use Buy American Other (Specify):	0	Farm to School activities and initiatives	
Developing solicitations and contracts Services Code of Conduct Procedures for conducting procurement Allowable procurement methods to use Buy American Other (Specify):		Procurement of local foods and geographic preference	
Code of Conduct Procedures for conducting procurement Allowable procurement methods to use Buy American Other (Specify):		USDA Foods Processing	
Code of Conduct Procedures for conducting procurement Allowable procurement methods to use Buy American Other (Specify):		Developing solicitations and contracts	
Procedures for conducting procurement Allowable procurement methods to use Buy American Other (Specify):	0	Services	
Allowable procurement methods to use Buy American Other (Specify):	0	Code of Conduct	
Buy American Other (Specify):		Procedures for conducting procurement	
Other (Specify):		Allowable procurement methods to use	
		Buy American	
Back Next		Other (Specify):	
Back Next			
Back Next			
	E	ack	Next

i5x2



ocurement Practices urvey ERSION OF THE SURVEY FREQUENTLY ASKED QUESTIONS		OMB Number: 0584- Expiration Date: XX/XX/ SFA N	
TABLE OF CONTENTS		IV	
. Does your SFA have best practices related to the following topics?			
	Yes	No	
Templates or standard contract language for contracts with FSMCs	0	0	
Templates or standard contract language for contracts with processors (including, but not limited to, USDA Foods processors);	0	0	
Templates or standard contract language for contracts with broadline distributors	0	0	
Including the Buy American provision in contract solicitations	0	0	
Including the Buy American provision in contracts	0	0	
Maximum durations in procurement contracts	0	0	
Publicly announcing/advertising IFBs	0	0	
Publicly announcing/advertising RFPs	0	0	
Direct solicitation from contractors for IFBs	0	0	
Direct solicitation from contractors for RFPs	0	0	
Small purchase procedures	0	0	
Product specifications	0	0	
Local bonding requirements (federal bonding requirements apply to construction and SFSP contracts only)	0	0	
Procurement of local products	0	0	
Managing procurement process timeframes	0	0	
Other (Specify):	0	0	
Other (Specify):	0	0	
Back		Next	

i5x3

SFA Procurement Practices
Web Survey
PDF VERSION OF THE SURVEY

FREQUENTLY ASKED QUESTIONS

SFA Name:
MMID:

TABLE OF CONTENTS

SURVEY VERIFICATION

You are almost done! Before you click "Submit" please make sure you have completed all sections of the survey. You can click the table of contents above to navigate back into the survey. Once you click the "Submit" button you will not be able to edit your survey.

Back

SUBMIT

Exit Page

PDF VERSION OF THE SURVEY FREQUENTLY ASKED QUESTIONS

SFA Procurement Practices

Web Survey

OMB Number: 0584-XXXX

Expiration Date: XX/XX/XXXX

SFA Name:

MMID:

Thank you for completing this survey! If you have any questions about this survey, please contact the help desk at sfaprocurement@2mresearch.com or call toll free at 1-844-250-1911.