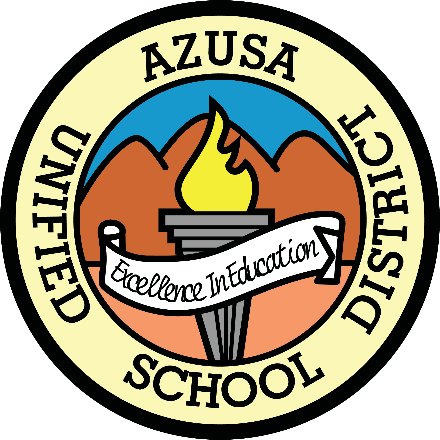
Azusa Unified School District Nutrition Services

Procurement Plan



*Last Update: November 10, 2022*

Effective January 1, 2018, an amendment to California Public Contract Code (PCC) Section 20111, permits public school districts and county offices of education to adhere to the federal small purchase threshold (unless the agency has a more restrictive local small purchase threshold) for federal CNP purchases only.

**Azusa Unified School District Nutrition Services Department Procurement Flow Chart**

**Below Small Purchase Threshold**

**Above Small Purchase Threshold**

**Micro-purchase**

**Informal**

**Formal**

Keep a file to document purchased items, price and vendor

**Develop solicitation documents** (include: specifications, estimated quantities, terms, conditions and provisions)

**Evaluate and Award**

**Develop solicitation documents (IFB or RFP)**

(Include: specifications, estimated quantities, terms, conditions, and provisions)

**Publicly publish solicitation**

**Evaluate and Award**

**Obtain and document at least 3 quotes**

**AUSD NS written Code of Conduct applies to all staff involved in procurement process.**

**Procurement Procedures General Information**

Procurement is a multistep process for acquiring the best possible goods and services at the lowest possible price. The Azusa Unified School District (AUSD) will purchase goods and services for use in the School Nutrition Programs in compliance with Title 2, *Code of Federal Regulations* (2 *CFR*), sections 200.318–200.326; Title 7, *Code of Federal Regulations* (7 *CFR*), parts 210 and 220; and all applicable state and local rules.

When making procurement decisions, the AUSD will follow the following four fundamental principles of procurement:

1. Comply with the Buy American Provision by purchasing, to the maximum extent possible, agricultural commodities and products grown and processed in the United States.
2. Understand and comply with federal, state, and local requirements.
3. Ensure that full and open competition exists to the maximum extent possible as outlined in 2 *CFR*, Section 200.319(a).
4. Award contracts to responsible and responsive bidders.

**Methods of Procurement (only refer to applicable procurement methods)**

1. **Micropurchase Method (2 *CFR*, Section 200.320[a])**

Micropurchases may be awarded without soliciting competitive quotations or comparing prices among qualified suppliers if the following two conditions are met:

* The aggregate value of a single transaction is $10,000 or less, effective August 1, 2018.
* AUSDstaff considers the price to be reasonable. Documentation (e.g., receipts and invoices) must be maintained for three years plus the current program year or until the next California Department of Education (CDE) review, to document costs that are reasonable.

The AUSDwill distribute micropurchases equitably among qualified suppliers to the extent practical. The AUSD will ensure that purchases are made at a variety of stores. The AUSD will not limit its purchases to only one store unless it is not practical to equitably distribute (e.g., due to the distance of another store from the district office).

Micropurchases are not intended to be used to avoid a small, informal or formal procurement.

1. **Small Purchase Method (2 *CFR*, Section 200.320[b])**

The small purchase method is used to procure goods and services whenthe aggregate value of the purchase is equal to or less than the small purchase threshold of $250,000

The AUSD will follow the following steps when conducting procurements using the small purchase method:

* **Step 1:** The AUSD’s Nutrition Services Department will develop and provide a clear and accurate description of the technical requirements of the goods or services to be procured from potential sources per 2 *CFR*, Section 200.319(c)(1), including the requirement to comply with the Buy American Provision per 7 *CFR*, sections 210.21(d) and 220.16(d) when procuring food. The same specifications will be provided to each potential vendor so that each vendor can provide price quotes on the same goods or services.
* **Step 2:** Price or rate quotations will be obtained from a minimum of two responsible and responsive sources. Price quotes must be documented in writing per AUSD’s policy. If price quotes are provided verbally, the information will be documented in writing based on the vendor’s quotations.

AUSD Small Purchase Quotations and other forms of written quotes submitted by potential vendors will be retained by either the AUSD Nutrition Services department or AUSD’s Purchasing department with other related procurement documentation (e.g., invoices) for the term of the contract plus extensions and three additional school years, or until the next review by the CDE, whichever is longer.

* **Step 3:** The Director or Assistant Director Nutrition Services will evaluate the written quotes received based on stated evaluation criteria in order to determine responsiveness.
* **Step 4:** The Director or Assistant Director Nutrition Services will evaluate the written responses and references received based on stated evaluation criteria to determine responsibility.
* **Step 5:** The Director or Assistant Director Nutrition Serviceswill award small purchases to the lowest priced responsible and responsive vendor.
* **Step 6:** The Director or Assistant Director Nutrition Services will monitor the contract to ensure goods or services solicited for are the ones received and all deliverables are met per 2 *CFR*, Section 200.318(b).

The Director or Assistant Director Nutrition Services will check for any changes to the micropurchase and small purchase thresholds approved by the federal awarding agency, the U.S. Department of Agriculture (USDA).

1. **Formal Purchase Methods (2 *CFR*, Section 200.320[c][d])**

The formal purchase method, used to procure goods and services when the estimated purchase price is above the local small purchase threshold, which is currently $250,000. Both Invitation for Bid (IFB) and Request for Proposal (RFP) methods are used by the AUSD. The AUSD’s procurement authority will check the CDE web page at annually on https://www.cde.ca.gov January 1 to verify the State bid threshold.

The terms of formal contracts will be one year with possible extension of 3 years. Renewal options will be mutually agreed between AUSD and the awarded contractor.

AUSD may choose to make purchases through a cooperative agreement with other school districts when all procurement procedures are followed as required pursuant to all applicable government and local codes.

The AUSD will complete the following steps when conducting formal procurements:

* **Step 1:** The Director, Assistant Director Nutrition Services or Purchasing Specialist willdescribe how it performs a **cost or price** **analysis** **(2 *CFR*, Section 200.323**) for every procurement in excess of the local small purchase threshold including contract modifications. The method and degree of analysis is dependent on the facts surrounding the particular procurement situation, but as a starting point, the AUSD will make independent estimates before receiving bids or proposals to ensure the bids or proposals received are reasonable.
* **Step 2:** The Director or Assistant Director Nutrition Services or Purchasing Specialist will develop a written solicitation, which will incorporate:
* A clear and accurate description of the technical requirements for the goods or services to be procured per 2 *CFR*, sections 200.319(c)(1) and 200.320(c)(d).
* The requirement to comply with the Buy American Provision per

7 *CFR*, sections 210.21(d) and 220.16(d)

* + All requirements that the offerors must fulfill and all other factors (IFBs and RFPs) and their relative importance (RFPs only) used in evaluating bids or proposals per 2 *CFR*, sections 200.319(c)(2) and 200.320(c)(d) to judge responsive and responsible firms
  + Instructions for responding vendors
  + The general terms and conditions of the contract
* **Step 3:** The AUSD Purchasing Specialist will advertise the solicitation in print and on websites once a week for two weeks prior to the deadline for submission of bids and proposals.
* **Step 4:** The AUSDNutrition Services Director, Assistant Director Nutrition Services andPurchasing Specialist will open bids resulting from IFBs at the time and place prescribed in the solicitation. RFPs will be opened according to AUSD’s determination.

The AUSDDirector or Assistant Director Nutrition Services andPurchasing Specialist will evaluate offers from responding firms by using the evaluation criteria outlined in the solicitation for both IFBs and RFPs. If there is not a minimum of two respondents, the AUSDNutrition Services Director, Assistant Director Nutrition Services andPurchasing Specialist will review the solicitation to ensure that it is not limiting competition as outlined in 2 *CFR*, Section 200.319, and consider expanding advertising efforts before reissuing the solicitation or accepting the single bid.

The offers will be ranked based on cost only for IFBs and on evaluation criteria (i.e., technical criteria) and cost for RFPs for all responsible and responsive responders. AUSDNutrition Services Director, Assistant Director Nutrition Services andPurchasing Specialist must describe their written method used to conduct a technical evaluation of all proposals received, as required by 2 *CFR*, Section 200.320(d)(1) for RFPs only. The AUSDpurchasing manager will negotiate the technical aspects of each RFP prior to negotiating the cost aspect of the RFP. Any or all bids may be rejected if there is sound documented reason.

* **Step 5: Responsible and Responsive Contractors (2 CFR, Section 200.318[h])**

The AUSDwill award contracts only to responsive and responsible contractors possessing the ability to conform to all of the SFA’s stated terms and conditions and to perform successfully under the terms and conditions of a proposed procurement. Consideration will be given to such matters as contractor integrity, compliance with public policy, record of past performance, and financial and technical resources. AUSDdefines responsive as respondent conforms to all of AUSD’s stated terms and conditions and defines responsible as respondent is capable of performing successfully under the terms and conditions of the contract.

* **Step 6:** The AUSD Board of Education will award the contract to the responsible and responsive bidder who offers the lowest price for IFBs. All IFBs will result in a firm, fixed-price contract.

For RFPs, the AUSD Board of Education will award the contract to the responsible and responsive respondent whose proposal is most advantageous to the AUSD, with price and other factors considered. All RFPs will result in either a fixed-price or cost reimbursable contract. **Cost plus a percentage of cost contracts will never be used.**

* **Step 7:** The AUSD Nutrition Services Director, Assistant Director Nutrition Services andPurchasing Specialist will monitor the contract per 2 *CFR*, Section 200.318[b] by:
  + Overseeing deliveries to ensure that the goods solicited for were received
  + Periodic on-site visits to ensure services solicited are being satisfactorily performed
  + Reviewing the contract’s terms, conditions, and deliverables monthly to ensure that they are being met and done so in accordance with all federal, state, and local rules
  + Ensuring that discounts, rebates, and credits in cost reimbursable contracts are provided

1. **Noncompetitive Procurement Method (2 *CFR*, Section 200.320[f])**

Azusa Unified School District (AUSD)will only enter into a noncompetitive agreement when one or more of the following circumstances apply:

* The item is available only from a single source.
* An emergency exists, and the urgency for the requirement will not permit a delay resulting from competitive solicitation.
* The AUSD received prior approval from the CDE after submitting a written request to the CDE with justification for conducting a noncompetitive procurement.
* After solicitation from a number of sources, competition is determined inadequate.

**Purchasing Cooperatives and Intergovernmental Procurement (2 *CFR*, Section 200.318[e])**

The Azusa Unified School District (AUSD) may choose to make purchases through a cooperative agreement with a group of other schools to increase purchasing power or the AUSD may piggyback on contracts awarded to a vendor from another school district when all procurement principles are followed.

While intergovernmental agreements can benefit the AUSD, the AUSD may only enter into an intergovernmental agreement with a local government (e.g., school district). AUSD may also join or piggyback onto a cooperative when that agreement was procured and awarded consistent with federal and state procurement regulations.

The AUSDPurchasing Specialist and Director of Nutrition Services will carefully review the solicitation issued by a cooperative. The AUSDPurchasing Specialist and Director of Nutrition Services will ensure the procurement of the contract, and the contract itself, complies with applicable federal, state, and local procurement rules. The AUSDPurchasing Specialist and Director of Nutrition Services will confirm that the addition of their purchasing power to the procurement does not create a material change in scope or in services.

For cooperative purchasing, the AUSDPurchasing Specialist must maintain a copy of the solicitation and contract, proof of advertising, and bid award documents (e.g., evaluation documentation) from the lead entity on file for the term of the contract, plus any extensions, and three additional school years.

For piggybacking, the AUSDPurchasing Specialist and Director of Nutrition Services must obtain prior written permission from the lead entity awarding the bid and the vendor who was awarded the bid. A copy of the solicitation and contract, including the piggyback clause, proof of advertising, and bid award documents (e.g., evaluation documentation) must be retained for the term of the contract plus extensions and three additional school years.

A copy of all documents listed above will be made available during a procurement review.

**Buy American Provision (7 *CFR*,sections 210.21[d] and 220.16[d]; U.S. Department of Agriculture Policy Memorandum SP 38-2017)**

Section 104(d) of the William F. Goodling Child Nutrition Reauthorization Act of 1998 Public Law105-336 added a provision, Section 12(n), to the National School Lunch Act (NSLA) (42 *United States Code* Section 1760[n]), that requires all school food authorities (SFA) to purchase, to the maximum extent practical, domestic commodities or products. Section 12(n) of the NSLA defines a domestic commodity or product as an agricultural commodity (i.e., meat/meat alternate [M/MA], grain, fruit, vegetable, and fluid milk) or processed product (i.e., processed food product that includes components that contribute to a reimbursable meal, such as a chicken patty that contains an M/MA and grain component) that is processed in the United States using substantial agricultural commodities that are produced in the United States. Substantial means that over 51 percent of the final processed product consists of agricultural commodities that are grown domestically. Products from Guam, American Samoa, Virgin Islands, Puerto Rico, and the Northern Mariana Islands are allowed under this provision as territories of the United States.

When funds are used from the nonprofit school food service account, SFAs must ensure that procurement transactions for food products comply with the Buy American Provision requirement in 7 *CFR*, sections 210.21(d) and 220.16(d), whether food products are purchased by SFAs or entities that are purchasing on their behalf.

**Note:** The SFA is not required to adhere to the domestic requirement for foods that are not creditable food components.

In compliance with this policy, the AUSDPurchasing Specialist and Director of Nutrition Services ensure that the solicitation and contract language include the requirement for domestic agricultural commodities and products and retain records documenting any exceptions in advance of accepting deliveries. Implementation of the Buy American Provision by AUSD school meal program operatorwill be ensured by:

* Including the Buy American Provision requirement in food bid specifications, IFBs, RFPs, contracts, purchase orders, and other procurement documents issued
* Monitoring the contract to ensure that the domestic products solicited are the ones received
* Requiring suppliers to provide certification of domestic origin for all food products, from bids and proposals through receipts and invoices
* Conducting monthly reviews on storage facilities to ensure the domestic products received are the ones solicited for and awarded

Exceptions to the Buy American Provision will be used as a last resort and are only allowable for one of the two exceptions listed below and outlined in further detail in the USDA Policy Memorandum SP 38-2017: Compliance with and Enforcement of the Buy American Provision in the National School Lunch Program.

* The product is not produced or manufactured in the United States in sufficient and reasonably available quantities of a satisfactory quality.
* Competitive bids reveal the costs of a United States product are significantly higher than the nondomestic product as determined by AUSD over 10% - 25% higher.

**Note:** Ingredients used to flavor, enhance, or prepare products (e.g., oil, yeast, spices, condiments, salad dressing) must also comply with the Buy American Provision requirement **only if** the first ingredient (or second after water) is one of the five components (breads/grains, fruits, vegetables, M/MA, and fluid milk) that contribute to a reimbursable meal. If the first ingredient in these products is not one of the five components that contribute to a reimbursable meal, the product does not have to comply with the Buy American Provision requirement. For example, catsup with tomato paste as the first ingredient must comply with the Buy American Provision requirement since tomato paste is creditable as a red/orange vegetable, **even though catsup is not a creditable item**. Mustard with distilled white vinegar as the first ingredient does not need to comply with the Buy American Provision requirement since vinegar is not a component that contributes to a reimbursable meal. Additionally, nonagricultural products such as paper, water, packaging, and labor do not need to comply with the Buy American Provision requirement.

The AUSD Director, Nutrition Services or vendor must document exceptions to the Buy American Provision requirement prior to accepting each and every nondomestic agricultural commodity or product. This documentation must be on file for at least the current year plus three years, and must be made available during an on-site administrative review and an off-site procurement review.

The documented exception will include the following:

* A description of the nondomestic item
* Alternative domestic commodities or products that the AUSD Director, Nutrition Services considered or the vendor offered and the reason they were not substituted for the nondomestic item
* A synopsis of what third-party verification (e.g., USDA Agricultural Marketing Service Run a Custom Report web page at [https://marketnews.usda.gov/mnp/fv-report-config-step1?type=termPrice](https://marketnews.usda.gov/mnp/fv-report-config-step1?type=termPrice%20)) was done by the vendor or the AUSD school meal program operator to determine cost and availability
* Documentation by the vendor or the AUSD Director, Nutrition Services outlining the price of both domestic and nondomestic commodities or products or lack of availability to justify the exception
* The dates that the: (1) vendor informed the AUSD Director, Nutrition Services of the nondomestic commodity or product, (2) AUSD agreed to accept this food item in advance of delivery, and (3) commodity or product was received by the AUSD.

**Small and Minority Businesses, Women’s Business Enterprises (2 *CFR*, Section 200.321)**

The AUSDPurchasing Specialist and Director of Nutrition Services willensure that minority businesses, women's business enterprises, and labor surplus area firms are used when possible by taking the following affirmative steps:

1. Placing qualified small and minority businesses and women’s business enterprises on solicitation lists
2. Assuring that small and minority businesses and women’s business enterprises are solicited whenever they are potential sources
3. Dividing total requirements, when economically feasible, into smaller tasks or quantities to permit maximum participation by small and minority businesses, and women's business enterprises
4. Establishing delivery schedules, where the requirement permits, which encourage participation by small and minority businesses, and women's business enterprises
5. Using the services and assistance, as appropriate, of organizations such as the Small Business Administration and the Minority Business Development of the Department of Commerce
6. Requiring the prime contractor, if subcontracts are to be let, to take the affirmative steps listed in paragraphs (1) through (5) of this section

**Duplication of Goods or Services (2 *CFR*, Section 200.318[d])**

The AUSDwill avoid the acquisition of unnecessary or duplicative items by determining whether the goods or services are necessary and ensuring that their purchase does not duplicate items or bids that the AUSD already has in place. The AUSD Director, Nutrition Services will provide the AUSDpurchasing manager with documentation justifying that the purchase of all goods and services requested are required and not duplicative prior to conducting a procurement.

**Competition (2 *CFR*, Section 200.319[a][1–5, 7])**

The AUSD will conduct all procurement transactions in a manner providing full and open competition. Situations where competition is limited will be avoided by the AUSD. Some of these situations include but are not limited to:

* Placing unreasonable requirements on firms in order for them to qualify to do business
* Requiring unnecessary experience and excessive bonding
* Organizational conflicts of interest
* Specifying only a brand name product instead of allowing an equivalent product to be offered
* Any arbitrary action in the procurement process

When a procurement has been properly conducted, and there is only one respondent, AUSD will evaluate the scope of work or services requested to determine whether they were too restrictive by contacting potential respondents who did not participate, and by reviewing the requested services for possible modification. AUSD will then resolicit. If, after the second solicitation, there is only one respondent, AUSD will move forward with that award.

**Brand Name or Equivalent (2 *CFR*, Section 200.319[a][6])**

When using a brand name or product code in the specification, the AUSDwill adhere to the following procedures:

* The AUSD Director, Nutrition Services will ensure that the description in the specification will always include a clause that an equivalent product is acceptable.
* A copy of the specified brand or code will be posted on the AUSD website by the purchasing managerso vendors can verify that the product they are bidding on is actually an equal.
* Vendors bidding an item as an equal product to the brand name specified will be required to provide the AUSD Director, Nutrition Services with a product specification sheet and a sample case of the product for taste testing and verification by all AUSD Director, Nutrition Services staff and a selected number of students to ensure that the product is an equal product to the brand name specified.

**Contractor Involvement (2 *CFR*, Section 200.319[a])**

The AUSD will ensure objective contractor performance and eliminate unfair competitive advantage by excluding contractors that develop or draft specifications, requirements, statements of work, and IFBs and RFPs from competing for such procurements. The AUSD Director, Nutrition Services and Assistant Director will maintain documentation to prove that the appropriate procurement procedures were used and that the final selection is the most efficient and economical for the AUSD.

**Clear and Accurate Description of Technical Requirements Required (2 *CFR*, Section 200.319[c][1–2])**

The AUSD will have written procedures for procurement transactions. These procedures will ensure that all solicitations incorporate a clear and accurate description of the technical requirements for the material, product, or service being procured and will not contain features which unduly restrict competition. The description may include a statement of the qualitative nature of the material, product or service being procured and minimum essential characteristics and standards. A **brand name** or **equivalent** description may be used as a means to define the performance or other salient requirements of procurement. The specific desired features of the named brand must be clearly stated, along with all requirements which the offerors must fulfill, and all other factors to be used in evaluating bids or proposals.

**Bid Protest (2 *CFR*, Section 200.318[k])**

The AUSDis responsible, in accordance with good administrative practice and sound business judgment, for the settlement of all contractual and administrative issues arising out of procurements. These issues include, but are not limited to, source evaluation, protests, disputes, and claims. These standards do not relieve the AUSDof any contractual responsibilities under its contracts. Violations of law will be referred to the local, state, or federal authority having proper jurisdiction.

All solicitations over the Simplified Acquisition Threshold must include bid protest language. The AUSDaccepts a prospective bidder’s protest to a bid award if the protesting party believes the award is not in compliance with the law, does not follow bid procedures, or does not meet bid specifications. A protest must be filed with the AUSDdesignated point of contact for that bid. Such protests must be made in writing and received by the AUSDBusiness Services Office within five working days of bid award date and shall include all documents supporting or justifying the protest. The protesting party must mail or deliver copies of the protest to the AUSDBusiness Services Office. A bidder’s failure to file the protest documents in a timely manner shall constitute a waiver of their right to protest the award of the contract.

**Maintenance of Records (2 *CFR*, Section 200.318[i])**

The AUSDwill maintain records sufficient to detail the history of the procurement. These records will include, but are not necessarily limited to, the following: Rationale for the method of procurement, selection of contract type, contractor selection or rejection, a copy of the solicitation and contract, the basis for the contract price (the bidding history), rationale and approval for noncompetitive procurements, any contract amendments, billing and payment records, and a history of contractor claims and for the full term of the contract plus extensions and three additional school years, or until the next review by the CDE. The CDE and USDA reviewers shall have full access to and the right to examine all procurement documentation occurring during this time period.

**Contract Management (2 *CFR*, Section 200.318[b])**

The AUSD must maintain oversight to ensure that contractors perform in accordance with the terms, conditions, and specifications of their contracts or purchase orders. AUSD will perform the following monitoring tasks to ensure compliance:

* Check deliveries against orders placed/contract terms to ensure satisfactory quality and/or quantity of goods/services.
* Check invoice against goods/services received before making payments.
* Monitor purchase order amount and adjust if necessary

**Certifications (including, but not limited to 2 *CFR*, Appendix II)**

The Azusa Unified School Districtwill require any successful respondent to provide proof of having and maintaining, during the life of any contract with the AUSD**,** Public Liability and Property Damage Insurance to protect themselves and the AUSD from all claims for personal injury, including accidental death, as well as from all claims for property damage arising from the operations any contract that the AUSD enters into.

The AUSDwill not enter into a contract with any company or individual that has been debarred or suspended. The AUSD will require that vendors and potential vendors certify their compliance with the Lunsford Act, which prohibits anyone required to register as a sex offender under Article 27A of Chapter 4 of the General Statutes from knowingly being on the premises of any school.

Vendors that are awarded contracts are required to submit a completed Debarment and Suspension Certificate, and Disclosure of Lobbying Activities. These forms must be completed prior to commencement of work.

**Continuing Education/Training Standards (7 *CFR*, sections 210.30[b][3],[c][1–5], [d][1–6], [e][1–2])**

The AUSD operates the School Nutrition Programs (SNP) and must ensure that all SNP directors (7 *CFR*, Section 210.30[b][3]), SNP managers (7 *CFR*, Section 210.30[c][1–5]), and staff (7 *CFR*, Section 210.30[d][1–6]) with responsibility for SNP, complete their required annual trainings. The annual training should include, but is not limited to, the following topics as applicable: training in procurement procedures, and any other specific topics identified by USDA Food and Nutrition Service as needed to address program integrity or other critical issues. Annual training requirements for SNP managers, directors, and staff are summarized under 7 *CFR*, Section 210.30[e][1–2].

**Contact Information**

For questions and concerns regarding procurement solicitations, contract evaluations, and awards, please contact the following AUSD staff:

Procurement Authority/Assistant Superintendent of Financial Services: (626) 967-6162

Purchasing Specialist: (626) 967-6211

Director Nutrition Services: (626) 732-8057

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Program information may be made available in languages other than English. Persons with disabilities who require alternative means of communication to obtain program information (e.g., Braille, large print, audiotape, American Sign Language), should contact the responsible state or local agency that administers the program or USDA’s TARGET Center at (202) 720-2600 (voice and TTY) or contact USDA through the Federal Relay Service at (800) 877-8339.

To file a program discrimination complaint, a Complainant should complete a [Form AD-3027, USDA Program Discrimination Complaint FormExternal link opens in new window or tab. (PDF)](https://www.usda.gov/sites/default/files/documents/USDA-OASCR%20P-Complaint-Form-0508-0002-508-11-28-17Fax2Mail.pdf), from any USDA office, by calling (866) 632-9992, or by writing a letter addressed to USDA. The letter must contain the complainant’s name, address, telephone number, and a written description of the alleged discriminatory action in sufficient detail to inform the Assistant Secretary for Civil Rights (ASCR) about the nature and date of an alleged civil rights violation. The completed AD-3027 form or letter must be submitted to USDA by:

1. mail: U.S. Department of Agriculture  
   Office of the Assistant Secretary for Civil Rights  
   1400 Independence Avenue, SW  
   Washington, D.C. 20250-9410;
2. fax: 833-256-1665 or 202-690-7442; or
3. email: [program.intake@usda.gov](mailto:program.intake@usda.gov)

This institution is an equal opportunity provider.

See the following page for authorized signatures.

**AUSD Food & Nutrition Services Procurement Policy**

**AUTHORIZATION TITLE PAGE**

*The above procurement policy and procedures are effective on November 10, 2022.*

Name of Procurement Authority: Josephine Quach

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Signature of Procurement Authority Date of Signing

Name of Purchasing Manager: Elizabeth Roman

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Signature of Purchasing Manager Date of Signing

Name of FNSD Executive Director: Vivien Watts

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Signature of FNSD Executive Director Date of Signing

Name of FNSD Director: William Fong

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Signature of FNSD Director Date of Signing