**Initial Documents Checklist**

Please enter your agency’s name and Child Nutrition Information and Payment System (CNIPS) ID in the fields below.

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| **School Food Authority (SFA)** | **CNIPS ID** |
| Azusa Unified School District | 01635 |

**Instructions:**

This checklist identifies the required initial documents for your agency’s local agency procurement review. The documents requested are regarding the procurement transactions during the school year under review, School Year (SY) 2021–22. Please insert a checkmark next to each document that you are including with your electronic submission.

If your agency is unable to locate or submit one or more of the documents requested, please notate that information where applicable. For example, if your agency did not have written procurement procedures in place during the school year under review, please indicate that information below.

| **Document Type** | **Description** | **Included** | **Not Included\*** |
| --- | --- | --- | --- |
| Cooperative  or Group Purchasing Agreements  (If Applicable) | A cooperative agreement or a group purchasing agreement, as it relates to your agency’s food service program, is an agreement formed solely between Child Nutrition Program (CNP) operators to increase purchasing power. This agreement is not a method of procurement, rather an agreement to competitively procure goods and services, and such agreements may include a fixed fee to cover overhead, or administrative costs as specified in the signed agreement.  You may also include the details of the cooperative or group purchasing agreement, within the comments, related to each procurement type and vendor entry.  **Note:** If your agency participates in a cooperative or group purchasing agreement, please indicate that information within the vendor’s name (e.g., vendor name [XYZ Group Purchasing]) on the School Food Authority (SFA) Procurement Table (PRU 01). |  |  |
|  | Group purchasing agreements often include a Group Purchasing Organization (GPO), Buying Organization, or Third-Party Vendor. These agreements are often between CNP and non-CNP program operators. The  following is a list of non-CNP operators: public schools,  private schools, hospitals, universities, law enforcement, public works, etc.  A GPO is typically structured in a way that may include a membership fee paid by the participants, who are then granted access to the GPO price list of products and services. GPOs can include both private-for-profit, and private nonprofit entities. When competitive procurement methods are conducted by the program operator, GPO price lists are often one source of pricing when using small purchase procedures, sealed bids, or competitive proposals. |  |  |
| Code of Conduct | A Code of Conduct is a document created by your agency which outlines a set of rules concerning conflicts of interest, internal policy for gifts and gratuities, the standard expectation of proper practices, and other expectations and responsibilities of your staff and organization. This document is required per 2 *CFR*, Section 200.318(c).  **Note:** The Procurement Resources Unit (PRU) offers a sample Code of Conduct in the Child Nutrition Information and Payment System (CNIPS) located in the Download Forms section. Please refer to the PRU 08 Code of Conduct Checklist and PRU 08a Code of Conduct Sample. |  |  |
| Procurement Procedures | The procurement procedures written by your agency that describe the process and procedures for acquiring goods and services related to your agency’s food service program. This document is required per 2 *CFR*, Section 200.318(a).  **Note:** The PRU offers a sample Procurement Procedures document, which is located under the Download Forms section in CNIPS. Please refer to the PRU 08 Code of Conduct Checklistand PRU 08b Procurement Sample. |  |  |
| School Food Authority (SFA) Procurement Table | The SFA Procurement Table is used to collect information about your agency and the procurement method(s) used in each procurement transaction relating to your agency’s food service program that was paid for using the nonprofit food service account during    the school year under review, SY 2021–22. This table is not intended to capture other types of funding sources; only list purchases and transactions that were procured using the nonprofit food service account.  **Note:** The PRU 01 SFA Procurement Table and PRU 01a SFA Procurement Table (Guide) are located under the Download Forms section in CNIPS. |  |  |
| Vendor  Paid List | The Vendor Paid List is a document created by your agency that identifies the total amount paid to each vendor during the school year under review, SY 2021–22, from your agency’s nonprofit food service account.   **Note:** A sample Vendor Paid List is available in the Download Forms section of CNIPS, please refer to PRU 02 Vendor Paid List. |  |  |

**Additional Information (if applicable)**

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| \*If you indicated ‘Not Included’ in any of the above rows, please include a short explanation or summary for each applicable item: |
| Azusa Unified School District Nutrition Services did not participate in Group Purcahsing Agreements in the 21-22 school year. |