

**Missoula County Public Schools  
NON-INSTRUCTIONAL OPERATIONS**

Procurement of School Food

The District will abide by the following requirements for any procurement related to its food services:

Except as permitted below, whenever the cost of food service supplies, products, or equipment exceed \$80,000, the District will call for formal bids by issuing public notice as required by law. Specifications will be prepared and made available to all vendors interested in submitting a bid. The contract shall be awarded to the lowest responsible bidder, except that the trustees may reject any or all bids. The Board, in making a determination as to which vendor is the lowest responsible bidder, will take into consideration not only the amount of each bid, but will also consider the skill, ability, and integrity of a vendor to do faithful, conscientious work and to promptly fulfill the contract according to its letter and spirit.

The District may enter into cooperative purchasing contracts for procurement of food supplies or services in accordance with Montana law.

**Bid Specifications**

The District will not award a contract to a potential vendor who has written any of the bid specifications, the solicitation documents, or any of the contract language.

Identical bid specifications and/or request for proposals will be provided to all potential vendors.

**Geographic Preference**

As part of a Farm to School program, the District has the discretion to apply a geographic preference for procurement of unprocessed locally grown or locally raised domestic products only.

**Buy American**

The District shall procure domestic commodities and products (“Buy American”) for the use of its Child Nutrition Program to the maximum extent practicable. The District is permitted to buy foreign goods only when:

- Food preferences can only be met with foreign goods;
- A sufficient quantity and/or quality is not available through domestic commodities or products; or
- The cost of domestic commodities and products is significantly higher.

**Debarment and Suspension**

For any food service purchase in excess of \$25,000, the District shall obtain verification or certification from a vendor that neither it nor any of its principals (e.g., key employees) have been proposed for debarment, debarred, or suspended by a federal agency.

The Superintendent or his/her designee, shall establish procedures regarding the procurement of school food.

Legal References:

2 C.F.R. § 200.318	General Procurement Standards
7 C.F.R. § 210.21	Procurement
7 C.F.R. § 220.16	Procurement Standards
7 C.F.R. § 225.17	Procurement Standards
MCA § 20-9-204	Conflicts of interest, letting contracts, and calling for bids

Cross References:

Board Policy 5460

Board Policy 5224

Board Policy 7010

Board Policy 7320

Policy History:

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