**PROCUREMENT REVIEW CHECKLIST**

HCNP will be conducting Procurement Reviews for SFA’s undergoing Administrative Reviews this school year. Above is a flowchart of the process. Listed below are primary documents SFA’s must provide to HCNP within 30 days of receipt of this request. These documents are needed to complete your SFA’s Procurement Review. If you have any questions, please contact (808) 587-3600.

|  |  |  |  |
| --- | --- | --- | --- |
| **SENT** | **DATE** | **PRIMARY DOCUMENT** | **NOTES** |
|  |  | Procurement Authority | Complete form with contact information of staff that have procurement authority for your SFA. |
|  |  | Procurement Procedures/Plan | Submit SFA’s Procurement Procedures/Plan approved by School Board |
|  |  | Code of Conduct | If not in the Procurement Procedures/Plan, submit Code of Conduct approved by School Board. |
|  |  | Procurement Documentation including: | * Copy of solicitation distributed or posted
* Advertisements if applicable
* Documentation of responses
* Quotes from informal procurement procedures and bids/offers for forma procurement procedures
* Evaluation and scoring results used to select vendor or contractor
* Final contract awarded and contract notification
* Amended contract language if applicable. HCNP needs to review amended contracts to determine if a material change was created by an amendment.
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|  |  | Paid Vendor List | List or summary report of vendors paid by nonprofit food account. General ledger should be sorted by vendor. |
|  |  | Purchase Orders | Make copies of purchase orders, receipts and/or invoices. HCNP will select vendors for review and has the discretion to request copies of receipts/ invoices as follows: Three invoices provided in one month from the vendor; one invoice a month for a three month period; or otherwise as HCNP chooses.  |
|  |  | USDA Foods  | Submit prior year’s value of USDA Foods planned assistance levels for processing contracts for self-operating SFA and for SFA’s with an FSMC. |