

# TX-UNPS User Guide

Instructions for using TX-UNPS for Procurement Reviews

# Getting Started

Before you can begin using TX-UNPS, you must be assigned a user ID and password that provides the required security rights. You must fill out the form FND-100 and submit to TDA. Once this setup is complete, you may use the Internet and your assigned user ID and password to access and log onto the TX-UNPS web site.

<https://txunps1.texasagriculture.gov/txunps/Splash.aspx>

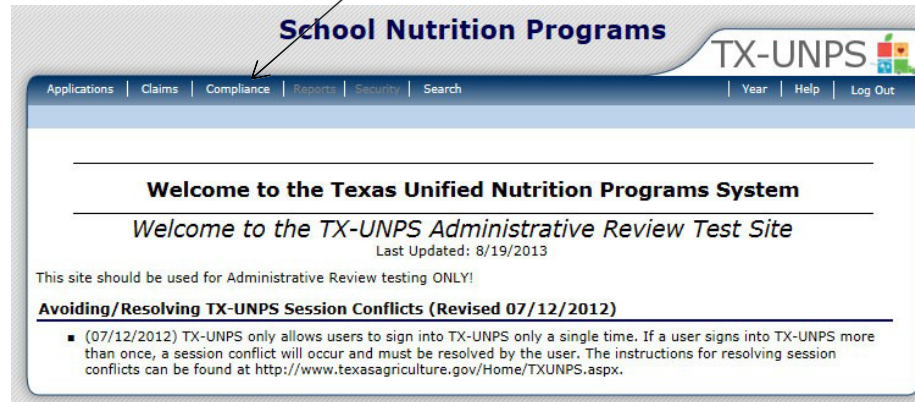
**Tip:** Save the link to your favorites list or create a shortcut to your desktop for quicker access.

## Choose School Nutrition Programs

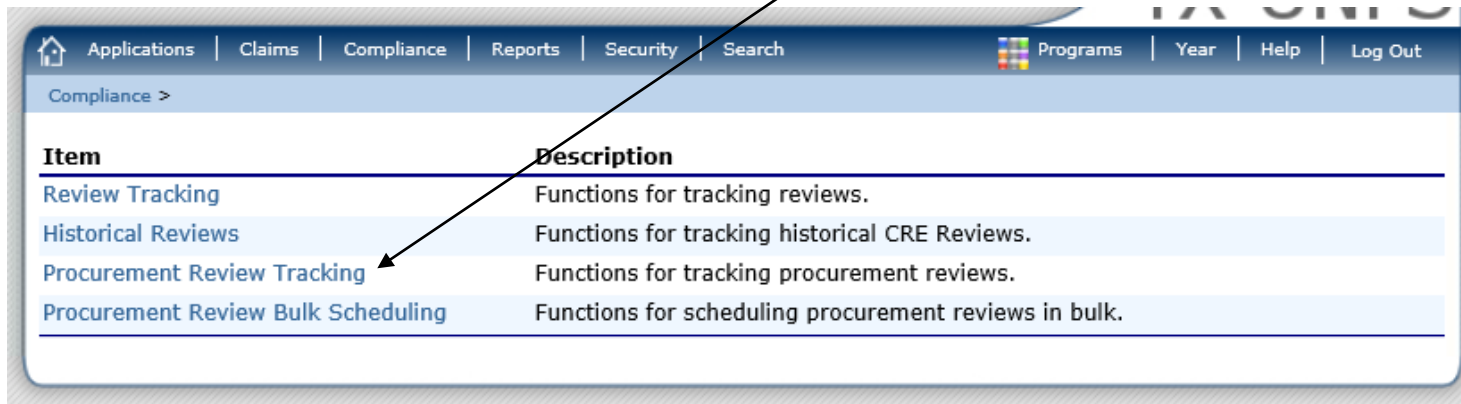


1. Select the **Compliance** Menu.

Compliance Menu



2. Select **Procurement Review Tracking**



Click Details

Applications | Claims | Compliance | Reports | Security | Search | Programs | Year | Help | Log Out

Procurement Review List > School Year: 2019 - 2020

### SNP Procurement Reviews

00296 Status: Active  
**DENTON ISD**  
DBA:  
1307 N LOCUST ST  
DENTON, TX 76201-3037  
County District Code: 061-901  
ESC: 11 TDA Region: 2

Expand

Actions	Review ID	Review Year	Review Type	Lead Reviewer	Scheduled Date	Closed Date	Nbr of Vendors	Status
<a href="#">Details</a>	39056	2019 - 2020	Procurement	Parks, Christina			0	Open

### SNP Reviews Procurement Review Dashboard

00296 Status: Active  
**DENTON ISD**  
 DBA:  
 1307 N LOCUST ST  
 DENTON, TX 76201-3037  
 County District Code: 061-901  
 ESC: 11 TDA Region: 2

Review Year: 2019 - 2020  
 CAP Due Date:  
 Final Closed Date:  
 Entrance Date:  
 Original Submitted Date:

#### Review Progress



#### Review Details

**Review Type:** Procurement      **Lead Reviewer:** Parks, Christina      **Review ID:** 39056  
**Review Form Set:** Procurement Review v1      **Status:** Open

#### Review Tools

Action	Description
<a href="#">View</a>   <a href="#">Modify</a>	Review Information
<a href="#">View</a>   <a href="#">Modify</a>	Contracting Entity Contact Information
<a href="#">Detail</a>	SFA Procurement Table <b>Staff: (0)</b> <b>Vendors: (0)</b>
<a href="#">Detail</a>	Review Forms <b>Vendors Selected for Review: (0)</b>
<a href="#">View</a>   <a href="#">Modify</a>	Corrective Action Documents (0)
<a href="#">View</a>   <a href="#">Modify</a>	Recommendation (0)
<a href="#">View</a>   <a href="#">Modify</a>	Commendations (0)
<a href="#">View</a>   <a href="#">Modify</a>	Technical Assistance (0)
<a href="#">View</a>   <a href="#">Modify</a>	Notes to Contracting Entity (0)
<a href="#">View</a>   <a href="#">Modify</a>	State Agency Notes (0)
<a href="#">Detail</a>	Review Attachments (0)
<a href="#">Detail</a>	State Agency Attachments (0)

**Procurement Authority** [Edit](#)

Does your business office close for summer or another extended period time not associated with a holiday?

If yes, what date range is your business office personnel not available? From:                      To:

**Procurement Authority Staff** [Add Staff](#) Count: 0

Action	Name	Position/Title	Responsibilities	Contact Information
No Staff Entered				

**Small Purchase Threshold Information** [Edit](#)

What is the small purchase threshold for the LEA/SFA? 50000.00

What is the small purchase threshold for the State, if applicable? 50000.00

**Group Purchasing Organizations, Group Buying Organizations and Third Party Entities** [Edit](#) [Add](#)

Did the SFA pay a membership fee, join at no cost, or otherwise enter into an agreement with a Group Purchasing Organization (GPO), Group Buying Organization (GBO) or third party entity?

If Yes, Provide Organization Name/Type Count: 0

[Add](#)

Action	Organization Name	Organization Type
No Organizations Entered		

**Vendors**

Type	Vendor Count	# Selected for Review
Micro Purchases	0	0
Small Purchases	0	0
Formal Contracts	0	0
FSMC Contracts	0	0
Processing Contracts	0	0

# Procurement Table Summary Screen

# SFA Procurement Table

1. Procurement Authority: Allows the CE to enter times that they will be unavailable.
2. Procurement Authority Staff: CE will enter their staff that handle procurement. This should always at least include the CND and Business Manager/financial person.
  1. Required sections include:
    1. Name
    2. Position/Title
    3. Responsibilities
    4. Contact Information
3. Small Purchase Threshold Information: CE should update the small purchase threshold for the LEA/SFA.
4. GPO, GBO or third-party entity: CE should respond either yes or no and include the name of the organization and the type.
  1. Required sections include:
    1. Organization Name
    2. Organization Type



# Vendors by Type

## Micro purchases

### 1. Vendors by Type



#### 1. Required sections include:

1. Vendor name
2. Vendor ID (CE can use the same number referenced in accounting documents)
3. Goods/services provided
4. Total amount paid to vendor
5. Goods/services purchased(drop-down)
6. How many purchases per vendor and comments if they choose other in the drop-down box.

**CE should not check the box, “selected for review”. Reviewer will be responsible for determining vendors for review.**

**Micro Purchase Vendors**  
(Purchases from vendors valued at \$3,500 or below)


Add Vendor Count: 2

Action	Vendor Name	Vendor ID	Goods/Services	Total Paid	# Purchases	Comments	Selected
Modify	ABC Micro Vendor	012345	Fruit	\$2,500.00	2		
Modify	EFG Micro Vendor	6547879	Vegetables	\$1,700.00	3		

**Micro Purchase Vendor Analysis**



	Count	Required to Review	Selected for Review
All Micro Purchase Vendors	2	1	1

 Minimum selection requirements have been met.

# Micro Purchases

**Micro Purchase Vendors**  
(Purchases from vendors valued at \$3,500 or below)

Add Vendor Count: 2

Action	Vendor Name	Vendor ID	Goods/Services	Total Paid	# Purchases	Comments	Selected
Modify	ABC Micro Vendor	012345	Fruit	\$2,500.00	2		
Modify	EFG Micro Vendor	6547879	Vegetables	\$1,700.00	3		

# Vendors by Type

## Small Purchases

### 1. Vendors by Type

#### 1. Required sections include:

1. Vendor name
2. Vendor ID (CE can use the same number referenced in accounting documents)
3. Goods/services provided
4. Total paid to vendor
5. Goods/services purchased (drop down).
6. One time or multiple purchases (drop down).
7. More than one response?
8. Contract obtained through GPO/GBO/non-SFA only coop?

**CE should not check the box, “selected for review”. Reviewer will be responsible for determining vendors for review.**


**Small Purchase Vendors**  
(Purchases from vendors valued at \$150,000 or below, or most restrictive threshold)

Add Vendor LEA/SFA Threshold: State Threshold: Count: 2

Action	Vendor Name	Vendor ID	Goods/Services	Total Paid	Comments	Selected
View   Modify	HIJ Small Vendor	01245	Oven	\$15,000.00		<input type="checkbox"/>
View   Modify	KLM Small Vendor	0152478	Refrigerator Replacement	\$15,400.00		<input checked="" type="checkbox"/>

**Small Purchase Vendors by Type**

Vendors could be in one more than grouping. "Gpo/GBQ/Third Party" and "Only One Response" are not mutually exclusive.



Type	Count
GPO/GBQ/Third Party	2
Only One Response	0
All Others	0

**Small Purchase Vendor Analysis**

Vendors could be in one more than grouping. "Gpo/GBQ/Third Party" and "Only One Response" are not mutually exclusive.

	Count	Required to Review	Selected for Review
GPO/GBQ/Third Party	2	1	1
Only One Response	0	0	0
All Others	0	0	0

Minimum selection requirements have been met.

# Small Purchases

**Small Purchase Vendors**  
(Purchases from vendors valued at \$150,000 or below, or most restrictive threshold)

Add Vendor LEA/SFA Threshold: State Threshold: Count: 2

Action	Vendor Name	Vendor ID	Goods/Services	Total Paid	Comments	Selected
View   Modify	HIJ Small Vendor	01245	Oven	\$15,000.00		<input type="checkbox"/>
View   Modify	KLM Small Vendor	0152478	Refrigerator Replacement	\$15,400.00		<input checked="" type="checkbox"/>

# Vendors by Type

## Formal Contracts

### 1. Vendors by Type

#### 1. Required sections include:

1. Vendor name
2. Vendor ID (CE can use the same number referenced in accounting documents)
3. Goods/services provided
4. Contract Value
5. Solicitation Type
6. Contract Type
7. Contract duration
8. More than one response?
9. Contract obtained through GPO/GBO/non-SFA only coop?
10. Amendments?

**CE should not check the box, “selected for review”. Reviewer will be responsible for determining vendors for review.**

**Formal Contract Vendors**


Sealed Bids/Competitive Proposals (vendor contracts valued above \$150,000, or at or above the State's/LEA's small purchase threshold)

Add Vendor LEA/SFA Threshold: State Threshold: Count: 2

Action	Vendor Name	Vendor ID	Goods/Services	Contract Value	Comments	Selected
<a href="#">View</a>   <a href="#">Modify</a>	NOP Formal Contract	0125478	Professional Cleaning Service	\$45,000.00		<input checked="" type="checkbox"/>
<a href="#">View</a>   <a href="#">Modify</a>	QRS Formal Vendor	01525877465	Professional Painting	\$12,000.00		<input type="checkbox"/>

**Formal Contracts Vendors by Type**

Vendors could be in one more than grouping. "Gpo/GB0/Third Party" and "Only One Response" are not mutually exclusive.



Category	Count
GPO/GB0/Third Party	2
Only One Response	0
All Others	0

**Formal Contracts Vendor Analysis**

Vendors could be in one more than grouping. "Gpo/GB0/Third Party" and "Only One Response" are not mutually exclusive.

	Count	Required to Review	Selected for Review
GPO/GB0/Third Party	2	1	1
Only One Response	0	0	0
All Others <span style="font-size: small;">?</span>	0	0	0

✔ Minimum selection requirements have been met.

# Formal Contracts

**Formal Contract Vendors**

Sealed Bids/Competitive Proposals (vendor contracts valued above \$150,000, or at or above the State's/LEA's small purchase threshold)

Add Vendor LEA/SFA Threshold: State Threshold: Count: 2

Action	Vendor Name	Vendor ID	Goods/Services	Contract Value	Comments	Selected
<a href="#">View</a>   <a href="#">Modify</a>	NOP Formal Contract	0125478	Professional Cleaning Service	\$45,000.00		<input checked="" type="checkbox"/>
<a href="#">View</a>   <a href="#">Modify</a>	QRS Formal Vendor	01525877465	Professional Painting	\$12,000.00		<input type="checkbox"/>

# Vendors by Type

## FSMC Contracts

### 1. Vendors by Type

#### 1. Required sections include:

1. Vendor name
2. Vendor ID (CE can use the same number referenced in accounting documents)
3. Goods/services provided
4. Contract Value
5. Solicitation Type
6. Contract Type
7. Contract Year
8. More than one response?
9. Contract obtained through GPO/GBO/non-SFA only coop?
10. Amendments?

**CE should not check the box, “selected for review”. Reviewer will be responsible for determining vendors for review.**


**FSMC Contracts**  
Food Service Management Company Contracts

Add Vendor Count: 2

Action	Vendor Name	Vendor ID	Goods/Services	Contract Value	Comments	Selected
<a href="#">View</a>   <a href="#">Modify</a>	TUV FSMC Contract	125487854	Vegetables	\$505,521.00		<input checked="" type="checkbox"/>
<a href="#">View</a>   <a href="#">Modify</a>	WXY FSMC Contract	8774541269	Fruit	\$125,498.05		<input type="checkbox"/>

**FSMC Contracts Vendors by Type**

Vendors could be in one more than grouping. "Gpo/GBO/Third Party" and "Only One Response" are not mutually exclusive.



Type	Count
GPO/GBO/Third Party	2
Only One Response	0
All Others	0

**FSMC Contracts Vendor Analysis**

Vendors could be in one more than grouping. "Gpo/GBO/Third Party" and "Only One Response" are not mutually exclusive.

	Count	Required to Review	Selected for Review
All FSMC Contracts Vendors	2	2	1

Minimum selection requirements have not been met.

# FSMC Contracts

**FSMC Contracts**  
Food Service Management Company Contracts

Add Vendor Count: 2

Action	Vendor Name	Vendor ID	Goods/Services	Contract Value	Comments	Selected
<a href="#">View</a>   <a href="#">Modify</a>	TUV FSMC Contract	125487854	Vegetables	\$505,521.00		<input checked="" type="checkbox"/>
<a href="#">View</a>   <a href="#">Modify</a>	WXY FSMC Contract	8774541269	Fruit	\$125,498.05		<input type="checkbox"/>



# Vendors by Type

## Processing Contracts

### 1. Vendors by Type

#### 1. Required sections include:

1. Vendor name
2. Vendor ID (CE can use the same number referenced in accounting documents)
3. Goods/services provided
4. Contract Value
5. Procurement Type (drop down)
6. Contract Duration (drop down)
7. More than one response?
8. Contract obtained through GPO/GBO/non-SFA only coop?
9. Amendments?

**CE should not check the box, “selected for review”. Reviewer will be responsible for determining vendors for review.**


Processing Contracts

Add Vendor Count: 2

Action	Vendor Name	Vendor ID	Goods/Services	Contract Value	Comments	Selected
<a href="#">View</a>   <a href="#">Modify</a>	CDE Processing Contract	98954875	Cash Register	\$152,000.00		<input type="checkbox"/>
<a href="#">View</a>   <a href="#">Modify</a>	ZAB Processing Contract	78459554	Computer	\$500,000.00		<input checked="" type="checkbox"/>

**Processing Contracts Vendors by Type**

Vendors could be in one more than grouping. "Opn/OBQ/Third Party" and "Only One Response" are not mutually exclusive.



Type	Count
Opn/OBQ/Third Party	2
Only One Response	1
All Others	0

**Processing Contracts Vendor Analysis**

Vendors could be in one more than grouping. "Opn/OBQ/Third Party" and "Only One Response" are not mutually exclusive.

	Count	Required to Review	Selected for Review
Opn/OBQ/Third Party	2	1	1
Only One Response	1	1	0
All Others	0	0	0

⚠ Minimum selection requirements have not been met.

# Processing Contracts

Processing Contracts

Add Vendor Count: 2

Action	Vendor Name	Vendor ID	Goods/Services	Contract Value	Comments	Selected
<a href="#">View</a>   <a href="#">Modify</a>	CDE Processing Contract	98954875	Cash Register	\$152,000.00		<input checked="" type="checkbox"/>
<a href="#">View</a>   <a href="#">Modify</a>	ZAB Processing Contract	78459554	Computer	\$500,000.00		<input type="checkbox"/>

# Sample Selection

- ▶ The required number of vendors to sample is automatically generated in TX-UNPS.
- ▶ This number is the minimum, so more vendors can be reviewed if necessary.

TX-UNPS

Applications | Claims | Compliance | Reports | Security | Search Programs | Year | Help | Log Out

Procurement Review List > Procurement Review Dashboard > SFA Procurement Table > School Year: 2019 - 2020

### Contracting Entity Procurement Table Micro Purchase Vendors

00296 Status: Active  
**DENTON ISD**  
 DBA:  
 1307 N LOCUST ST  
 DENTON, TX 76201-3037  
 County District Code: 061-901  
 ESC: 11 TDA Region: 2

**Micro Purchase Vendors** ↑

(Purchases from vendors valued at \$10,000 or below.)

Add Vendor Count: 2

Action	Vendor Name	Vendor ID	Goods/Services	Total Paid	# Purchases	Comments	Selected
Modify	ABC	12345	food	\$2,500.00	12		✘
Modify	xyz	123	food	\$0.00	0		✘

**Micro Purchase Vendor Analysis**

	Count	Required to Review	Selected for Review
All Micro Purchase Vendors	2	1	0

Minimum selection requirements have not been met.

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# Documentation Requests

- ❑ The reviewer should request the following documents from the CE:
  - ❑ Vendor paid list/summary report of expenditures by vendor.
  - ❑ Supporting procurement documentation (solicitations, evaluation, and contracts) for each vendor selected for review [2 CFR 200.318(i)].
  - ❑ The CE's procurement procedures [ CFR 200.318(a) and 7 CFR 210.21(c)].
  - ❑ Written Code of Conduct [2 CFR 200.318(c) and 7 CFR 210.21(c)].
  - ❑ Solicitation documentation (copies of quotes and/or sealed bids/competitive proposals issued, and advertisements published, as applicable).
  - ❑ Responses (quotes for informal procurement procedures and bids/offers for formal procurement procedures).
  - ❑ Evaluation and scoring results used to select the contractor (for competitive proposals - RFPs)
  - ❑ Final contract awarded and contract notification documentation.
  - ❑ Supporting documentation, such as purchase orders and/or receipts/invoices for vendors selected for review (2 CFR 200.318(i)). The State Agency reviewer will examine three receipts from each vendor selected for review. The State has the discretion to request 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 the State Agency chooses.
  - ❑ Amended contract language, as applicable (The State Agency will need to review amended contracts to determine if a material change was created by an amendment).
  - ❑ Prior year value of USDA food planned assistance levels for processing contracts for self-operating CEs and for CEs with a FSMC.

In accordance with Federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, the USDA, its Agencies, offices, and employees, and institutions participating in or administering USDA programs are prohibited from discriminating based on race, color, national origin, sex, disability, age, or reprisal or retaliation for prior civil rights activity in any program or activity conducted or funded by USDA.

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To file a program complaint of discrimination, complete the USDA Program Discrimination Complaint Form, (AD-3027) found online at: [http://www.ascr.usda.gov/complaint\\_filing\\_cust.html](http://www.ascr.usda.gov/complaint_filing_cust.html), and at any USDA office, or write a letter addressed to USDA and provide in the letter all of the information requested in the form. To request a copy of the complaint form, call (866) 632-9992. Submit your completed form or letter to USDA by:

mail:

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

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TEXAS DEPARTMENT OF AGRICULTURE  
**COMMISSIONER SID MILLER**