

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>

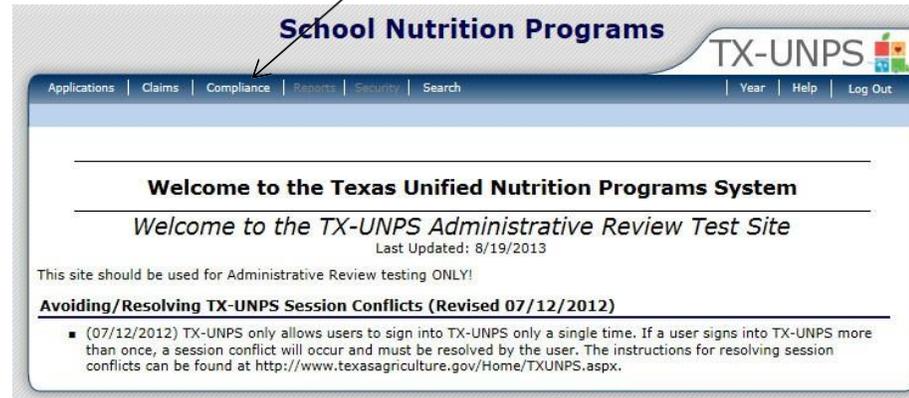
Tip: Save the link to your favorites list or create a shortcut to your desktop for quicker access.

Choose School Nutrition Programs



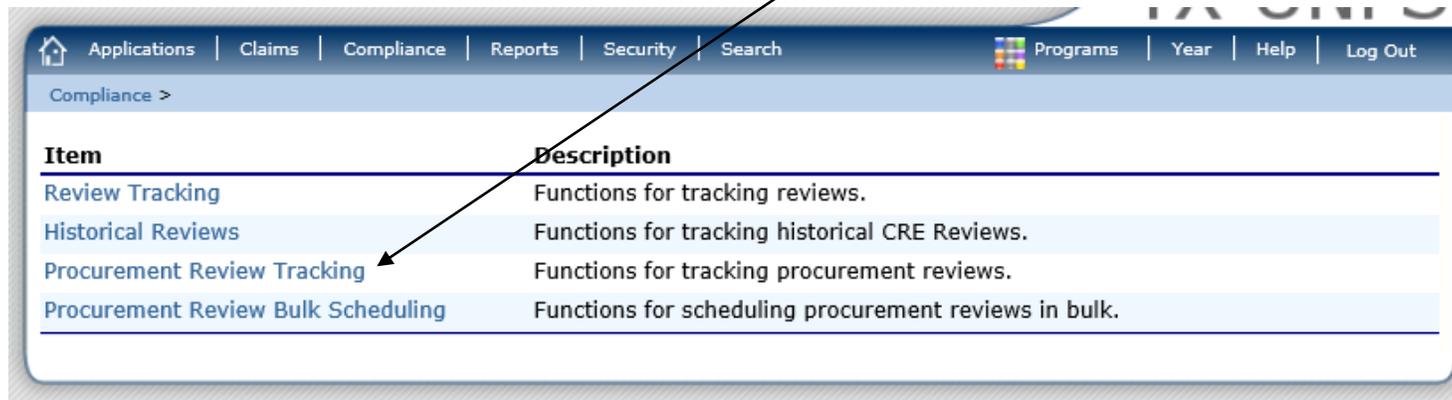
1. Select the **Compliance** Menu.

Compliance Menu



2. Select **Procurement Review Tracking**

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

| Actions | Review ID | Review Year | Review Type | Lead Reviewer | Scheduled Date | Closed Date | Nbr of Vendors | Status |
|-------------------------|-----------|-------------|-------------|------------------|----------------|-------------|----------------|--------|
| Details | 39056 | 2019 - 2020 | Procurement | Parks, Christina | | | 0 | Open |

[Expand](#)

SNP Reviews Procurement Review Dashboard



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 |
|---|---|
| View Modify | Review Information |
| View Modify | Contracting Entity Contact Information |
| Detail | SFA Procurement Table Staff: (0) Vendors: (0) |
| Detail | Review Forms Vendors Selected for Review: (0) |
| View Modify | Corrective Action Documents (0) |
| View Modify | Recommendation (0) |
| View Modify | Commendations (0) |
| View Modify | Technical Assistance (0) |
| View Modify | Notes to Contracting Entity (0) |
| View Modify | State Agency Notes (0) |
| Detail | Review Attachments (0) |
| Detail | 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 Count: 0

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

| 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

Note: All vendors should be placed on the procurement table by procurement method, not by threshold.

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 | | ✗ |
| View Modify | KLM Small Vendor | 0152478 | Refrigerator Replacement | \$15,400.00 | | ✓ |

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

| Count |
|------------------------|
| GPO/GBO/Third Party: 2 |
| Only One Response: 0 |
| All Others: 0 |

Small Purchase 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 |
|---------------------|-------|--------------------|---------------------|
| GPO/GBO/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 | | ✗ |
| View Modify | KLM Small Vendor | 0152478 | Refrigerator Replacement | \$15,400.00 | | ✓ |

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 |
|---|---------------------|-------------|-------------------------------|----------------|----------|-------------------------------------|
| View Modify | NOP Formal Contract | 0125478 | Professional Cleaning Service | \$45,000.00 | | <input type="checkbox"/> |
| View Modify | QRS Formal Vendor | 01525877465 | Professional Painting | \$12,000.00 | | <input checked="" 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 ? | 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 |
|---|---------------------|-------------|-------------------------------|----------------|----------|-------------------------------------|
| View Modify | NOP Formal Contract | 0125478 | Professional Cleaning Service | \$45,000.00 | | <input type="checkbox"/> |
| View Modify | QRS Formal Vendor | 01525877465 | Professional Painting | \$12,000.00 | | <input checked="" 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 |
|---|-------------------|------------|----------------|----------------|----------|-------------------------------------|
| View Modify | TUV FSMC Contract | 125487854 | Vegetables | \$505,521.00 | | <input checked="" type="checkbox"/> |
| View Modify | 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 |
|---|-------------------|------------|----------------|----------------|----------|-------------------------------------|
| View Modify | TUV FSMC Contract | 125487854 | Vegetables | \$505,521.00 | | <input checked="" type="checkbox"/> |
| View Modify | 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 |
|---|-------------------------|-----------|----------------|----------------|----------|-------------------------------------|
| View Modify | CDE Processing Contract | 98954875 | Cash Register | \$152,000.00 | | <input type="checkbox"/> |
| View Modify | 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 |
|---|-------------------------|-----------|----------------|----------------|----------|-------------------------------------|
| View Modify | CDE Processing Contract | 98954875 | Cash Register | \$152,000.00 | | <input checked="" type="checkbox"/> |
| View Modify | 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.

The screenshot displays the TX-UNPS interface for a Contracting Entity Procurement Table. The top navigation bar includes links for Applications, Claims, Compliance, Reports, Security, and Search. The breadcrumb trail indicates the current location: Procurement Review List > Procurement Review Dashboard > SFA Procurement Table >. The page title is "Contracting Entity Procurement Table" with a sub-title "Micro Purchase Vendors".

Vendor details for 00296 (Status: Active) are shown as follows:

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

The "Micro Purchase Vendors" table lists vendors with a count of 2. The table includes columns for Action, Vendor Name, Vendor ID, Goods/Services, Total Paid, # Purchases, Comments, and Selected. A green circle highlights the "Required to Review" value of 1 in the analysis table below.

| 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.

Questions??

