



State of New Jersey

DEPARTMENT OF AGRICULTURE
DIVISION OF FOOD AND NUTRITION
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Secretary

To: School Business Administrators, Charter School Leads; Non-Public School Administrators

From: Juanita Huston, Contract and Procurement Review Manager 

Date: March 23, 2020

Subject: Emergency Procurement and Contract Modifications due to the Novel Coronavirus (COVID-19)

Due to the statewide closure of schools during the Novel Coronavirus (COVID -19), your School Food Authority may solicit an emergency noncompetitive proposal for meals. SFAs with existing FSMC contracts may submit modifications to the FSMC contract via the Contract and Procurement Review Unit.

Federal Regulations 2 CFR 200.320(f)(2) permit emergency procurements by noncompetitive proposals. This means that procurement through solicitation of a proposal from only one source may be used only when the public exigency or emergency for the requirement does not provide ample time for a competitive solicitation. All noncompetitive proposals and FSMC contract modification requests may not have an end date beyond June 30, 2020.

Please submit the attached NJDA Emergency Procurement/Contract Modification Request form to DFNContracts@ag.nj.gov.

Questions may be directed to DFNContracts@ag.nj.gov.