

Finding, Buying and Serving Local Food

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Welcome!

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Overview

- What is local?
- Procurement principles and methods
- Opportunities for targeting local products
- Resources and Questions

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What is Local?

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What Types of Products?

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What Does Local Mean?

Who defines local?

- School food authorities

What are you trying to accomplish?

- Is there state based legislation regarding local purchasing that you'd like to be aligned with?
- Do you want to bring as much local product as possible onto the menu as quickly as possible?
- Do you want to couple local purchases with farm visits and have personal relationships with suppliers?

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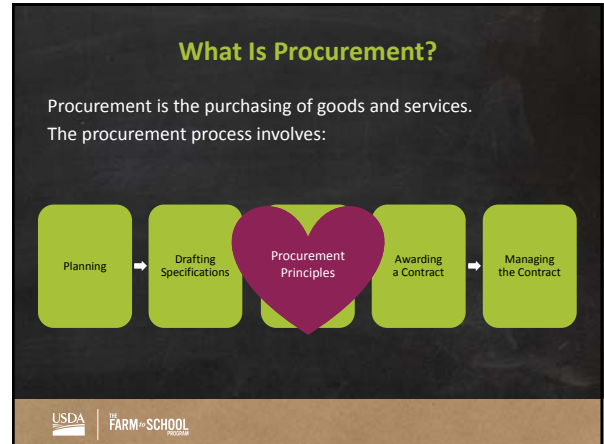
What Does Local Mean?

- Within a radius
- Within a county
- Within a state
- Within a region

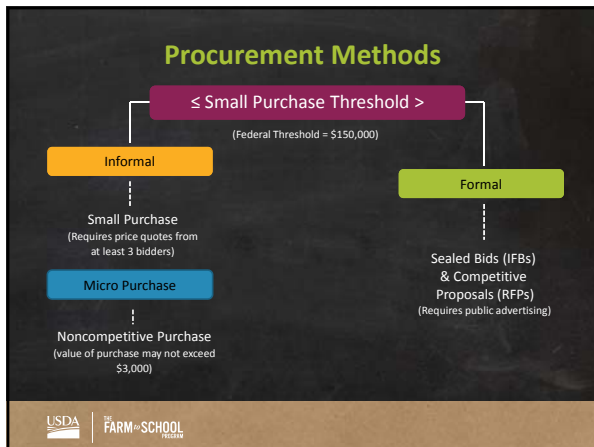
A district's definition of local may change depending on the:

- Season
- Product
- Special events

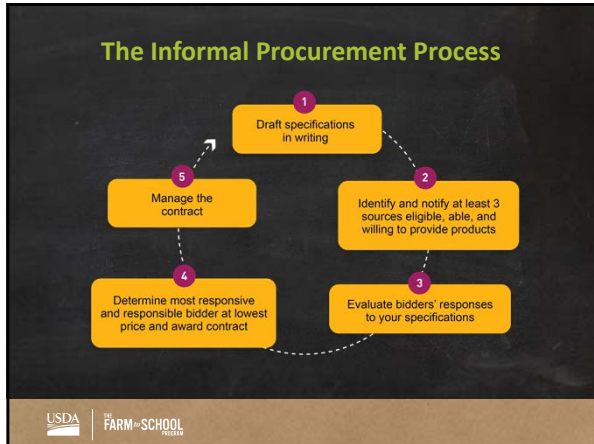
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- ### 4 Key Concepts
- 1) American Grown
 - 2) Knowledge of State and Local Regulations
 - 3) Competition
 - 4) Responsive and Responsible
- USDA FARM-SCHOOL logo



- ### Micro Purchase
- Use it when:**
The aggregate value of your purchase falls below the micro purchase threshold of \$3,000. Micro purchases enable schools:
- To purchase supplies or services without soliciting competitive quotations, if the school considers the price reasonable.
- When using the micro purchase option, schools must:
- Distribute micro-purchases equitably among qualified suppliers;
 - Develop written specifications and required terms, conditions, and contract provisions; and,
 - Document all purchases.
- USDA FARM-SCHOOL logo



Small Purchase Procedure

Use it when:

The estimated amount of your purchase falls below your small purchase threshold. Small purchases require that schools:

- Acquire bids from at least three responsible and responsive vendors;
- Develop written specifications; and,
- Document all bids.

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What's Your Small Purchase Threshold?

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Small Purchase Thresholds

Level	Amount
Federal Small Purchase Threshold	\$150,000
State Small Purchase Threshold	\$40,000
Local Small Purchase Threshold	\$7,000

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"Three Bids and a Buy"

Develop a Specification

- Green apples, US. Fancy or No. 1, prefer 5 185 count boxes per week but willing to consider other pack sizes for Sept-Dec.

Solicit Bids

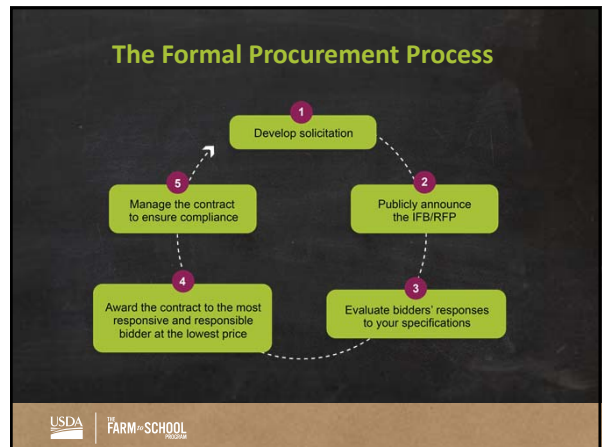
- Contact ONLY LOCAL vendors (by phone, fax, email, in-person or via mail); provide them w specifications (or if calling, read same information to each vendor)

Bid Documentation

- Write down each vendor's bid and constraints; then file it.


Vendor	Art's Apples	Olivia's Orchard	Apple Crunch Inc.
Price/box	\$40	\$47	\$37

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Sections of a Solicitation


- Contract Type
- Introduction/Scope
- General Descriptions of Goods and Services (AKA Specifications)
- Timelines and Procedures
- Technical Requirements
- Evaluation Criteria



Sections of a Solicitation

- Contract Type
- [Introduction/Scope](#)
 - » Ex. Farm to school is a priority and want to include as much local as possible. Our goal is to serve 20% local products.
- [General Descriptions of Goods and Services \(AKA Specifications\)](#)
 - » Ex. Product specifications
- Timelines and Procedures
- [Technical Requirements](#)
 - » Ex. Determine responsive and responsible vendors
- [Evaluation Criteria](#)


Geographic Preference



Example: San Diego Unified, CA

Vendors will provide products:

- Delivered directly to multiple SDUSD school sites (not a central warehouse). The number of drops is to be determined by the district on a case-by-case basis;
- Produce should be generally free from insect damage and decay; and,
- Product must be rinsed, cleaned and packed in appropriate commercial produce packaging, such as waxed cardboard boxes. Standard industry pack (case counts) is required and/or half packs are allowable when it comes to bundled greens.



Example: San Diego Unified, CA


Vendors will provide products:

- **Grown on farms that are less than 50 acres in size;**
- **Grown on farms that grow more than five food crops at one time;**
- **Grown on farms that utilize a majority of hand harvesting, hand packing or human labor power in growing, harvesting, and packing of food;**
- Delivered directly to multiple SDUSD school sites (not a central warehouse). The number of drops is to be determined by the district on a case-by-case basis;
- Produce should be generally free from insect damage and decay; and,
- Product must be rinsed, cleaned and packed in appropriate commercial produce packaging, such as waxed cardboard boxes. Standard industry pack (case counts) is required and/or half packs are allowable when it comes to bundled greens.



Use Criteria to Evaluate Vendor Proposals

- Use those same criteria mentioned before, but assign weights to evaluate in an RFP.
- The amount of weight determines how important the criterion is.
- Think about including criteria such as:
 - » Able to provide farm visits
 - » State of origin or farm origin labeling
 - » Provide products grown on a particular size farm




Example: Use Criteria in an RFP

Product Specification

- Green apples, US. Fancy or No. 1, prefer five 185 count boxes per week but willing to consider other pack sizes for September - December

	Apple Lane	Great Granny's	Fred's Fuji's
Price = 60	30	40	60
Contractor able to meet all specifications	25	30	30
Product quality = 15			
Delivery = 10			
Packaging and Labeling = 5			
Three references, past history = 10	10	10	10
100 possible points	65	80	100




Example: Use Criteria in an RFP

Product Specification

- Green apples, US, Fancy or No. 1, prefer five 185 count boxes per week but willing to consider other pack sizes for September - December

	Apple Lane	Great Granny's	Fred's Fuji's
Price = 40	30	35	40
Contractor able to meet all specifications	25	30	30
Product quality = 15 Delivery = 10 Packaging and Labeling = 5			
Three references, past history = 10	10	10	10
Able to provide farm/facility tour or classroom visits = 5	0	5	0
Able to provide state of origin on all products = 5	0	5	5
Delivered within 24 hours of harvest = 10	0	10	7
100 possible points	65	95	92

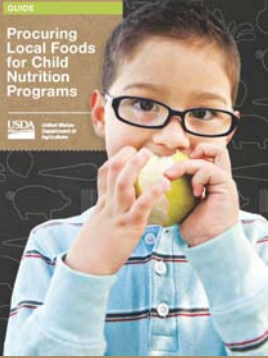


Farm to School Resources





Local Procurement Guide

Available at fns.usda.gov/farmtoschool



GUIDE
Procuring Local Foods for Child Nutrition Programs


Thank You! Questions?