

Getting
Local Food
into
New York State Schools

*A compilation of useful resources for starting
a Farm to School program*

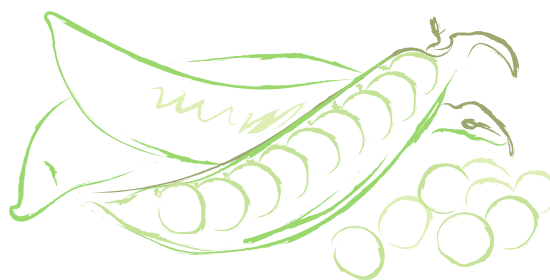




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<https://www.agriculture.ny.gov/>
<https://www.agriculture.ny.gov/f2s/index.html>

Additional Support from: United States Department of Agriculture, New York State Department of Education, New York State Office of General Services, Broome-Tioga BOCES and Cornell Cooperative Extension of Orange County.

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Local Procurement 1.0:

Use these guides to learn more about seasonality, implementing local procurement practices and bidding for local products.

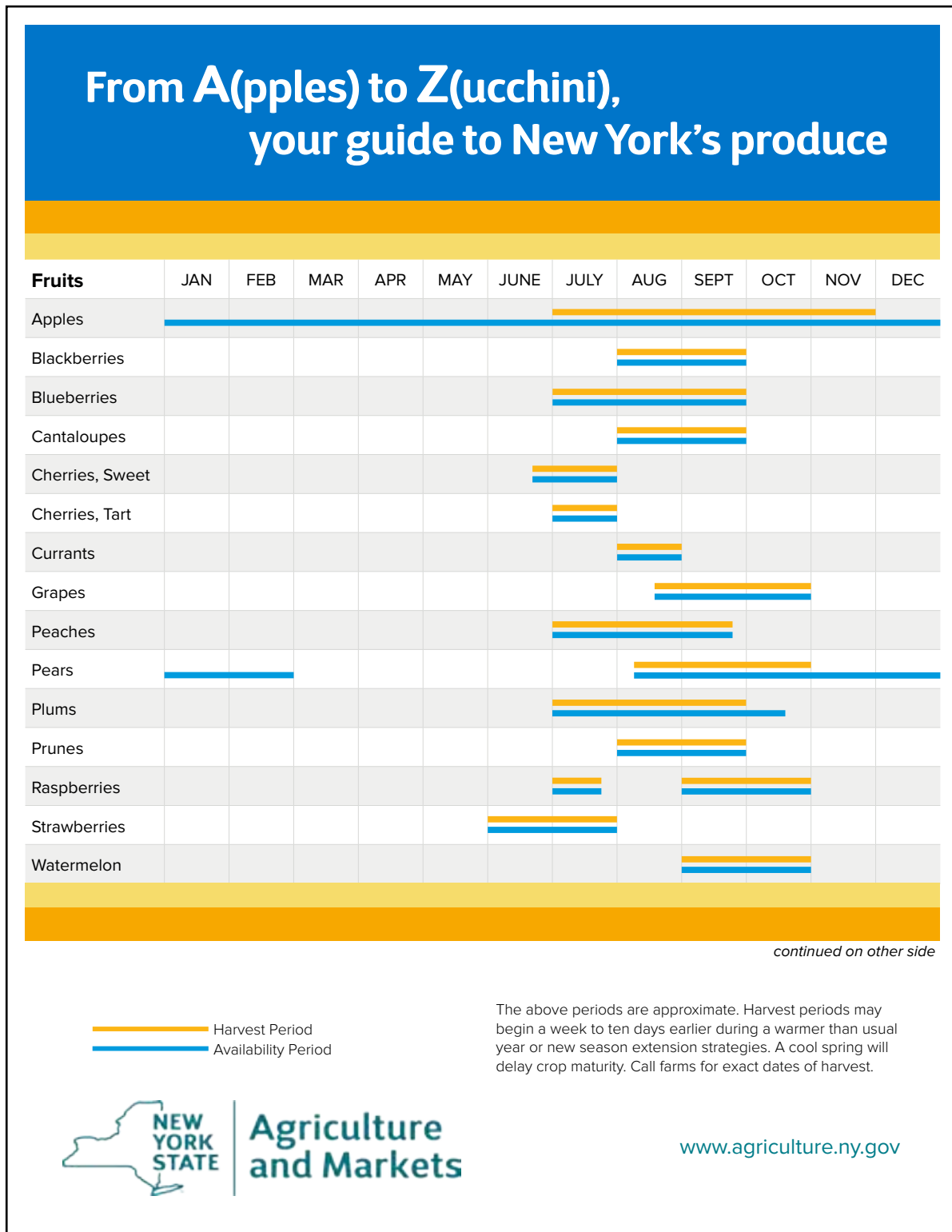
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Local Procurement 2.0:

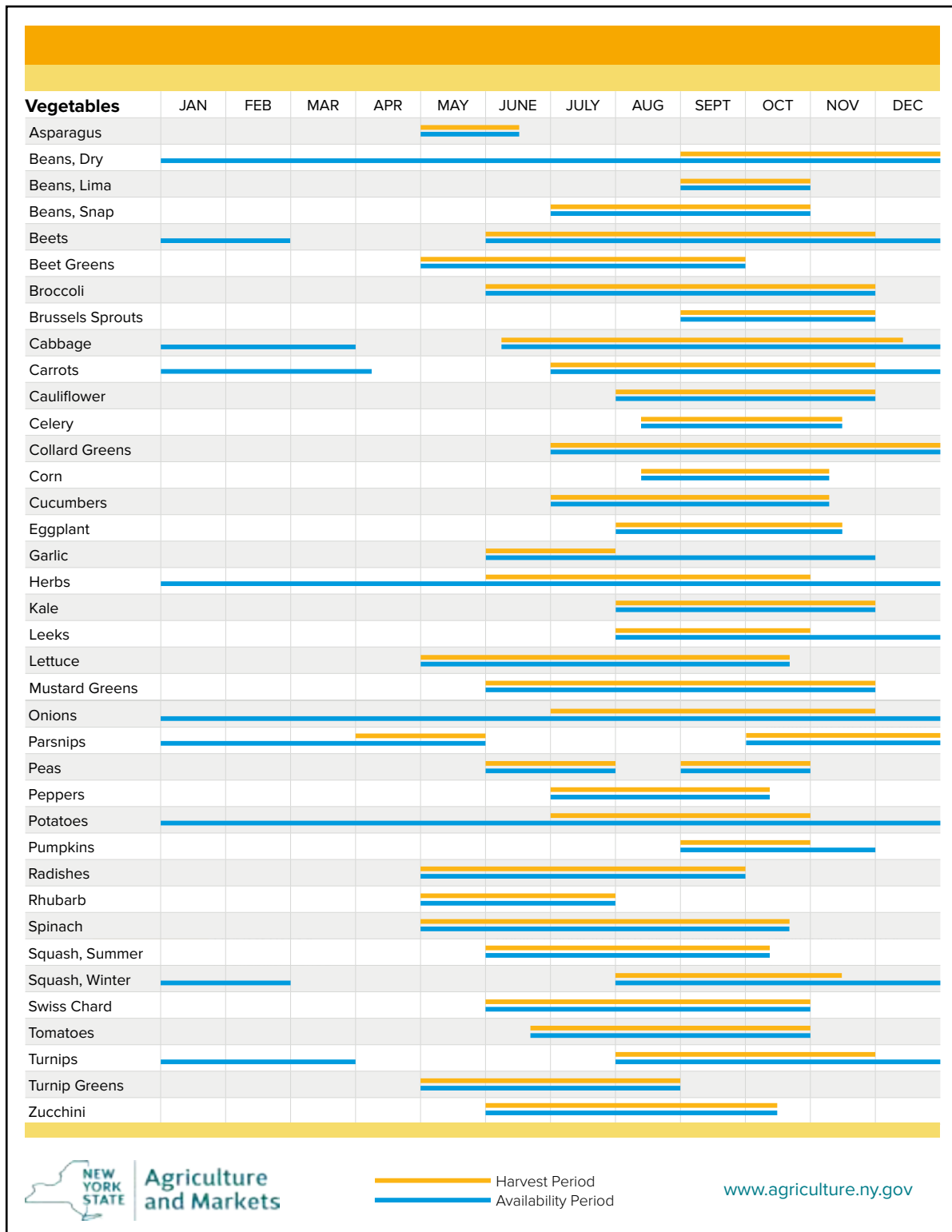
This is the “deep dive” on local procurement. Review these detailed strategies if you are looking to gain a stronger understanding of local procurement methods.

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New York State Harvest Chart



New York State Harvest Chart

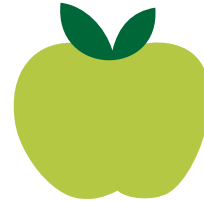


DECISION TREE FOR LOCAL PURCHASING



United States Department of Agriculture

DECISION TREE: How Will You Bring Local Foods into the Cafeteria with Your Next Food Purchase?



* * * * *

LOCAL can't be used as a product specification in a school food solicitation, but there are many ways to buy local products.

This chart presents several options for including your desire for local foods in the procurement process.



DECISION TREE FOR LOCAL PURCHASING

Informal Procurement

The primary difference between formal and informal procurement is that a formal procurement must be publicly advertised. This means that when conducting an informal procurement, you are in control of who you request quotes from and you can choose to make requests only from vendors supplying local products. If there are not three local vendors to request quotes from, you can request products from both local and nonlocal sources and target local products by using product specifications, technical requirements or geographic preference. When conducting an informal procurement, you can collect quotes over the phone, via email or even at the farmers market! Just be sure to document your requirements, specifications and quotes in writing.

Technical Requirements and Product Specifications

In any type of procurement, you can use technical requirements and product specifications to target local products. In order for a vendor to be considered responsive and responsible, the vendor must meet the product specifications and other requirements outlined in your solicitation. Consider using requirements or specifications that target local products, such as:

- * Freshness (e.g. "delivered within 48 hours of harvest")
- * Harvest techniques
- * Production practices
- * State of origin labelling
- * Ability to provide farm visits or visit classrooms

Specifications such as these help increase the chances of getting products that are produced nearby, but do not explicitly require that the products be local. When using specifications related to particular crop varieties and freshness factors, be sure not to overly restrict competition; do the market research necessary to ensure there are multiple vendors able to meet your specifications.

Evaluation Criteria

In an RFP, you are not just evaluating price but the whole package of services and/or products the vendor is offering. Therefore RFPs allow you to give weight to factors in addition to price. RFPs should describe all evaluation criteria, their relative importance, and how they will be used to assess the proposals. The weight of each evaluation factor distinguishes which elements are most important, but elements included as evaluation criteria are not requirements.

You can use some of the same measures mentioned in the technical requirements and product specifications section as evaluation criteria, noting that if these factors are used as evaluation criteria, their relative importance will be evaluated when reviewing proposals and if they are used as technical requirements or product specifications, the factors *must* be met in order for the bid or proposal to be considered.

Geographic Preference

The 2008 Farm Bill directed USDA to allow child nutrition program operators to use a geographic preference for the procurement of unprocessed, locally grown or raised agricultural products. See the resources listed below for more information.

Learn more

FNS's **Procuring Local Foods webpage** (www.fns.usda.gov/farmtoschool/procuring-local-foods) is chock full of resources to help you buy local including a comprehensive guide, **Procuring Local Foods for Child Nutrition Programs**; twelve webinars that dissect each step or method for buying local; and fact sheets on a range of procurement-related topics.

* * * * *

For more information, and to sign up for the bi-weekly e-letter from the Food and Nutrition Service's Office of Community Food Systems, please visit www.usda.gov/farmtoschool.

Questions? Email us at farmtoschool@fns.usda.gov.

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USDA'S OVERVIEW OF GEOGRAPHIC PREFERENCE



United States Department of Agriculture

GEOGRAPHIC PREFERENCE

What It Is and How to Use It

* * * * *



THE 2008 FARM BILL directed the Secretary of Agriculture to encourage schools to purchase locally grown and locally raised products “to the maximum extent practicable and appropriate.” The Secretary was also instructed to allow child nutrition program operators to use a “geographic preference” when procuring locally grown and locally raised unprocessed agricultural products.

There are many ways for schools to buy local products for use in federal child nutrition programs (see [USDA's 10 Facts About Local Food in School Cafeterias](#)). While using geographic preference is not the only option for buying local foods, it is a powerful tool and particularly useful in formal solicitations where respondents are ranked and scored.

Types of Products

The ability to apply a preference for local products applies only to unprocessed or minimally processed items. The geographic preference rule does not apply to any products that have been cooked, heated, canned or that have any additives or fillers. It can be applied to a wide array of products that meet the definition of unprocessed or minimally processed such as various forms of fruits, vegetables, meats, fish, poultry, dairy, eggs, and grains.

Defining Local

Definitions for local vary widely depending on the unique geography and climate where a school is located and on the abundance of local food producers and manufacturers. Many schools define local as within a certain number of miles from the school, within the county, or within the state. Alternatively, definitions might include more than one state (i.e., Georgia, Alabama, and Florida) or discrete parts of several states (i.e., specific counties in southwest Washington, northeast Oregon, and Idaho). In addition, many programs use different definitions of local depending on the product or season. Also, please note that when applying geographic preference, origin is tied to the agricultural product, not the location of the respondent.

Who Defines Local?

Schools define what they mean by local. While many state and/or local governments have adopted definitions of local such as “within the state” or “within the county,” schools using a geographic preference when sourcing food for the federal child nutrition programs are under no obligation to adopt any definition for local that might be in existence in local areas.

THE
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USDA'S OVERVIEW OF GEOGRAPHIC PREFERENCE



United States Department of Agriculture

Three Examples for Using Geographic Preference

Federal regulations do not prescribe the precise way that geographic preference should be applied, or how much preference can be given to local products. Thus, there are a variety of ways to apply geographic preference and one way is not considered better or more effective than another. The key is to be sure that use of geographic preference does not restrict full and open competition. Further, regardless of which method is used, the selection criteria must be clearly described in all solicitation materials.

EXAMPLE ONE

A school district issues an invitation for bid (IFB) for apples and states a preference for apples grown within 100 miles of the school. IFBs are generally used when a firm fixed-price contract will be awarded to the lowest responsive and responsible bidder. The solicitation makes it clear that any respondent able to provide local apples will be awarded 10 points in the selection process. In this example, the 10 preference points are equivalent to a 10 cent reduction in price for the purposes of evaluating the lowest bidder.

	OWEN'S ORCHARD	APPLE LANE FARMS	ZOE'S BEST
Price	\$1.97	\$2.05	\$2.03
Apples within 100 miles of school	No	Yes [10 Points]	No
Price with preference points applied, for evaluation purposes only	\$1.97	\$1.95	\$2.03

Apple Lane Farms meets the stated preference for local products and is awarded 10 additional points, which translates into deducting 10 cents from Apple Lane Farm's price. This makes Apple Lane Farms the "lowest bidder." The school still pays Apple Lane Farms \$2.05 for its product; deducting 10 cents from the price of responsive bidders that meet the geographic preference only applies to determining the winning respondent and would not affect the actual price paid to the respondent.

* * * * *

EXAMPLE TWO

A school district issues a request for proposals (RFP) for its produce contract and indicates a preference for fresh fruits and vegetables produced within the state. For the purposes of evaluating bids, respondents who can supply at least 60% of the requested items from within the state will receive a 10% price reduction.

	PRODUCE EXPRESS	RAY'S PRODUCE	F&V DISTRIBUTION
Contract Price	\$31,000	\$35,000	\$34,000
% F&V from within the state	20	80	50
Geographic preference points to respondent able to meet → 60% local items	No	Yes [10% pref.]	No
Price with preference points applied, for evaluation purposes only	\$31,000	\$31,500	\$34,000

Ray's Produce is the only firm that is able to supply greater than 60% of the requested items from the state, thus, Ray's Produce receives a 10% reduction in price for the purposes of evaluating bids. Even with the reduction, Ray's Produce is not the lowest bidder. If price alone were the determining factor for this school district, Produce Express would be awarded the contract.



USDA'S OVERVIEW OF GEOGRAPHIC PREFERENCE

EXAMPLE THREE

A preference for local products doesn't necessarily have to be calculated with absolute values; sliding scales may be appropriate. Further, solicitations may include evaluation criteria that allow for consideration of factors other than price.

Some of the factors in addition to price that might be considered include technical expertise, past experience, years in business, marketing, etc. School districts may also include elements such as ability to host farm visits, showing the state or farm of origin on the invoice, or providing farm information for education in the lunchroom as part of their selection criteria.

A school district issues a request for proposals for beans and grains and makes it clear that bids will be evaluated using a 100 point system. Fifteen preference points will be awarded to vendors able to provide over 70% of the requested items from within the state, 7 points for 50-69% and 5 points for 25-49%. Points for local sourcing will be included along with other evaluation factors.

	LAURIE'S LEGUMES	PAULA'S PULSES	GARY'S GRAINS
Price = 60	40	50	60
Three references, past history = 20	20	20	20
Able to provide farm/ facility tour or classroom visits = 5	0	5	5
Able to provide state of origin on all products = 5	0	5	5
Ability to provide products sourced within the state = 15	0	15	7
100 possible points	60	95	97

In the example above, Paula's Pulses is able to source 75% of their products from within the state, earning them 15 points in the scoring process in the local products category. Gary's Grains can source 55%, earning them 7 points, and Laurie's Legumes is unable to guarantee any products from within the state so they receive 0 points in the local preference category. Gary's Grains wins the contract.



USDA'S OVERVIEW OF GEOGRAPHIC PREFERENCE



United States Department of Agriculture

Learn More

- * **Procuring Local Foods for Child Nutrition Programs Guide**, from USDA's Food and Nutrition Service (FNS) – This comprehensive guide showcases the many ways schools can purchase locally, and correctly. The document also provides information on procurement basics, what local means and where to find local foods.
- * **Procurement Geographic Preference Q&As Part II**, from FNS – A memo published in October 2012 addressing additional questions regarding application of the geographic preference option and other mechanisms for local procurement.
- * **Finding, Buying, and Serving Local Foods Webinar Series**, from FNS – This series starts with an introduction to basic procurement principles, and then walks through strategies and tactics for buying local foods.
- * **State Agency Guidance on Procurement**, from FNS in partnership with the National Food Service Management Institute – An online procurement training geared towards state agencies that focuses on federal procurement requirements.
- * **Program-specific procurement regulations**, from FNS – Links to regulations governing each major Child Nutrition Program from Title 7 of the Code of Federal Regulations.
- * **A School's Guide to Purchasing Washington-Grown Food**, from the Washington State Department of Agriculture – This guide provides information on using the geographic preference option to source local foods in Washington; however, much of the content is broadly applicable.
- * **Final Rule: Geographic Preference Option**, from FNS – The final rule, published in the Federal Register, includes a summary, background, and final regulatory language, by program, for the geographic preference option.
- * **Geographic Preference: A primer on purchasing fresh local food for schools**, from School Food FOCUS and the Harrison Institute for Public Law at Georgetown Law – This guide provides an overview of procurement regulations and several examples for how a school might apply a geographic preference.
- * **Procurement Geographic Preference Q&As Part I**, from FNS – A memo published in February 2011 addressing questions regarding application of the geographic preference option.

Learn More

For even more resources about procuring local foods, visit USDA's Office of Community Food Systems website: www.usda.gov/farmtoschool.

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For more information, and to sign up for the bi-weekly e-letter from the Food and Nutrition Service's Office of Community Food Systems, please visit www.fns.usda.gov/farmtoschool.

Questions? Email us at farmtoschool@fns.usda.gov.

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NEW YORK STATE BID SHEET FOR APPLES

[SFA NAME]	Information on District: [SFA NAME] self-operates food services serving breakfast meals (approx. 400 per day) and lunch meals (approx. 1000 per day) throughout the school year, beginning in early September and ending mid-June. The food service dept. is currently seeking local vendors to supply fresh fruits and vegetables meeting the below listed specifications to implement Harvest of the Month in the school cafeteria.
Food Service Dept.	
Informal Bid Quote Worksheet	
SY 2017-18	

<u>Product Name:</u> Apples	
<u>Specifications</u> <input type="checkbox"/> U.S. Fancy / No. 1 <input type="checkbox"/> Smooth skin- free of blemishes, bruises or scars <input type="checkbox"/> Tenderness and Maturity – not more than an average of five percent in any lot and ten percent in individual containers may be further advanced in maturity than firm ripe. <u>Delivery</u> <input type="checkbox"/> Delivered within 48 hrs. of harvest <input type="checkbox"/> Deliveries may be made to [Desired drop off location] between 6:00 AM and 10:30 AM <u>Qualifications & Experience</u> <input type="checkbox"/> Overview of food safety procedures <input type="checkbox"/> Three references <input type="checkbox"/> Able to provide farm/facility tour or classroom /cafeteria visit	<u>Variety</u> Products will meet color and desirable characteristics typical of each variety as listed below: <input type="checkbox"/> Cortland – Firm, juicy & tender <input type="checkbox"/> Empire – Sweet yet tart, & juicy <input type="checkbox"/> Golden Delicious – Mild, sweet & juicy <input type="checkbox"/> McIntosh – Sweet & tangy <input type="checkbox"/> Red Delicious – Sweet, juicy & crisp <input type="checkbox"/> Other – _____ http://www.nyapplecountry.com/varieties <u>Geographic Preference</u> <input type="checkbox"/> Able to provide NYS produce <input type="checkbox"/> Product meets definition of "local"

Variety Available	Count (ct/case)	Packed	Price	Estimated Quantity	Minimum Delivery	Months Available
Cortland			\$			
Empire			\$			
Golden Delicious			\$			
McIntosh			\$			
Red Delicious			\$			
Other –			\$			

For office use only:

Vendor:		Date Contacted:	
Contact Person:		Written Quote Rec'd:	<input type="checkbox"/> Yes <input type="checkbox"/> No
Phone # /Email:		Duration of price quote:	
SFA Reviewer:		Contract awarded?	<input type="checkbox"/> Yes <input type="checkbox"/> No

NEW YORK STATE BID SHEET FOR APPLES

Geographic Preference

- A. **[SFA Name]** desires to serve NYS-grown products to its students.
- B. Under federal law, **[SFA Name]**, as the purchasing institution, has the authority not only to apply a “local” geographic preference to minimally processed foods, but also to determine what is “local” for the purposes of United States Department of Agriculture (USDA) programs such as the National School Lunch Program, the School Breakfast Program, the Fresh Fruit & Vegetable Program, the Special Milk Program, the Child and Adult Care Food Program, the Summer Food Service Program, and the Department of Defense Fresh Program.
- C. **[SFA Name]** defines “locally grown products” as grown within 100 miles of the **[SFA Name]** district office located at **[District office Address]**.
- D. As allowed under federal law, **[SFA Name]** will provide a point preference during evaluation of quotes to “locally grown products” purchased for school food procurement as defined under this geographic preference. The point preference is as follows:
 - a. If a product is grown and packaged or processed within NYS a 15 point weighted preference will be applied.
 - b. If a product is not grown packaged or processed within NYS, though meets the definition of “local” specified in paragraph (C), a 10 point weighted preference will be applied.
- E. Pursuant to USDA regulations, the geographic preference in this section is applied only to “minimally processed” agricultural products that retain their inherent character.

Evaluation of Solicitation

Award will be made to the lowest responsible bidder. The lowest responsible bidder will be determined based on an evaluation of the price, products available, delivery timelines and evaluation criteria shown hereafter. Such determination will, of necessity, require judgmental evaluations by district representatives. The decision resulting from the evaluation process as to which product best meets the needs of various programs remains the sole responsibility of **[SFA Name]** and is final.

Evaluation Criteria

Evaluation Criteria		Maximum Points to be Awarded
Price	Price per pound and count per case	30 points
Product Specifications	Quality of the products offered	20-25 points*
Delivery	Price per pound and count per case	15 points
Qualifications & Experience	Service history in general and additional qualifications and/or conditions	15 points
Geographic Preference	Ability to provide products sourced from within the stated geographic preference area	15 points
Variety available	Product variety available for distribution. Preference will be provided for a vendor who may provide more than one variety of the product specified	0-5 points*

*weighted points vary by product requested

Buy American

[SFA Name] require bidders to certify that all products are processed in the U.S. and contains over 51% of its agricultural food component from the U.S. to be in compliance with all requirements regarding “Buy American”

Broome-Tioga BOCES Geographic Preference Worksheet

Fresh Fruit and Vegetable Geographic Preference Bid
For September 2015 thru May 2016

Conditions

Award will be given line by line.

Preference will be given to products grown in New York State and delivered within 5 days of harvest.

Delivery will be required weekly.

- 1) Apples/ Pears to Binghamton CSD, and Various Districts
- 2) Tomatoes- Binghamton CSD & Various School Districts in Broome and Tioga Counties, NY
- 3) Romaine Lettuce-by 12ct case-Binghamton CSD and Various School Districts, Broome/Tioga Counties

Bid period: September 1st, 2015 through May, 31st, 2016

Grower must be GAP certified or in progress of developing GAP Food Safety protocol.

Geographic Preference basis will be defined as 10% of equal product pricing.

Example of Geographic Preference

	Bidder 1	Bidder 2	Bidder 3
Price	\$10.25 case	\$11.00 case	10.50 case
Meet Geo Preference	No	yes	No
Price /w Preference	\$10.25	\$10.00*	\$10.50

Bidder 2 would win the award.

Specifications

Apples, Jonamac, Empire, or Gala	Price by 30# Case	Price by Pound
Pears-Bartletts-120 count	Price by 30# Case	Price by Pound
Tomatoes: #2 Beefsteak	Price by 25# Case	Price by Pound
Tomatoes, Yellow or Cherry	Price by 20# Flat	Price by Pound
Romaine Lettuce, whole	Price by Case	Price by Pound
Romaine Lettuce, cut and washed	Price by Case	Price by Pound

Broome-Tioga BOCES Geographic Preference Worksheet

Fresh Fruit and Vegetable Geographic Preference Bid

Other Fruits/Vegetables - Please list:

	Price by Case	Price by Pound
1)		
2)		
3)		
4)		

Please circle schools to be served – Delivery 1X a week

Vestal CSD

Chenango Valley CSD

Deposit CSD

Union Endicott CSD

Whitney Point CSD

Maine Endwell CSD

Susquehanna Valley CSD

Harpursville CSD

Windsor CSD

Owego-Appalachian CSD

Chenango Forks CSD

Newark Valley CSD

Johnson City CSD

Tioga CSD

BOCES

Glenwood Rd. Binghamton

Binghamton CSD

NEW YORK STATE PATHWAYS FOR LOCAL PROCUREMENT

Laws that Enable Local Procurement

Now that there is a greater understanding of how to source locally, let's discuss how New York State policies make it easier to purchase from local farms. Then, this section will review strategies for budgetary planning and coordinating with local technical assistance providers.

First, **TWO** New York State laws that incentivize purchasing from local farms.

TIP

Districts should check for any additional local purchasing threshold information, as the most restrictive guidance normally supersedes other options. Local purchasing thresholds trump state or federal.

Law #1: New York State General Municipal Law, Chapter 56 of Laws of 2010

Two important details to note:

a) Purchasing threshold

Purpose: As of the 2017-2018 budget, the purchasing threshold exclusively for local agricultural products has been raised from \$20,000 to \$50,000. The purchasing threshold for non-local products has been set at \$20,000.

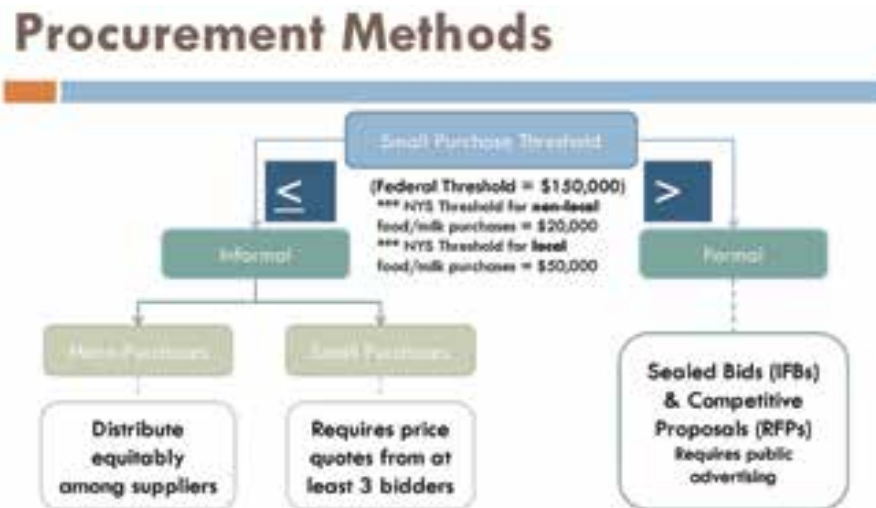
Explanation: Increasing the threshold for local purchasing to \$50,000 in the 2017-2018 state budget enables schools to purchase more local product. While the threshold for non-local purchases is \$20,000, schools are now incentivized to create bids with language specifying locally-grown product for a value of up to \$50,000.

Both thresholds are exempt from making formal bids, which involve an invitation for bid or competitive RFP.



NEW YORK STATE PATHWAYS FOR LOCAL PROCUREMENT

Understanding Small Purchase Threshold: An Infograph



More Details

Thresholds apply to public schools only. NY General Municipal Law § 103 (9) and (10) provide for exemptions from the formal bidding requirements (either micro purchase procedures-equal distribution among vendors or small purchase procedures-obtain quotes from at least 3 qualified sources) for purchases under the \$50,000.00 threshold. If an SFA is purchasing local foods or milk above the \$50,000.00 exemption threshold, they must seek permission from SED. In the event that a purchase exceeds federal threshold requirements, such purchases must be formally procured (IFBs/RFPs/Sealed Bids) in accordance with federal and state requirements.

b) Local agricultural purchasing (8a, 9 and 10)

Purpose: 8a: Contracts for purchasing local products may require language specifying that essential components of the product are grown, produced or harvested in New York State and/or that any processing of this product takes place in New York State.

9. A board of education on behalf of a school district can separately purchase eggs, livestock, fish, dairy products (excluding milk), juice, grains, and species of fresh fruit and vegetables directly from New York State producers or growers on behalf of a school district. These suppliers, if part of an association of farmers, must include 10 or fewer farm owners.

10. Milk can be purchased directly from licensed milk processors. Licensed milk processors must employ less than 40 people.

NEW YORK STATE PATHWAYS FOR LOCAL PROCUREMENT

Explanation: 8a. Contracts may require verbiage specifying that products are grown, produced, harvested or processed in New York State.

Law #2: New York State Finance Law 165(4)

Purpose: This provision empowers State agencies purchasing food products to require that some or all of the food products be grown, harvested, produced, or processed in New York State. These guidelines are established jointly by the New York State Office of General Services and the New York State Department of Agriculture and Markets pursuant to 9 NYCRR w 250.2(d).

Explanation: Through this measure, New York State is encouraging state agencies to support local economic activity by increase purchasing of product grown, harvested or processed in New York State. This should be read broadly to encourage both the purchase of New York State food products as well as fair and open competition.ⁱ While the State Finance Law encourages entities to pursue the best possible price, this provision allows entities to evaluate other factors, such as origin.



NEW YORK STATE PATHWAYS FOR LOCAL PROCUREMENT

Local Procurement Strategies

In addition to state regulations, there are more pathways for local procurement enabled at the federal, state and local levels. Maximizing any of these strategies can yield two favorable scenarios:

Scenario 1: Purchasing low cost commodity items to unlock budget for potentially higher cost local items.

Scenario 2: Driving efficiencies to bring down the price of a local item, making it more accessible.

State-Level Strategies

- OGS Central Contracts – State laws make it possible for school districts to purchase supplies and equipment through the State Office of General Services (OGS) without competitive bidding. This enables school districts to procure products more quickly- for instance, it lifts the requirement to post an advertisement and wait several days. There is a minimum purchase provision: the minimum order is \$1,500 for delivery to a single location. The \$1,500 minimum is for aggregate total of all products delivered to one location; products may be on more than one purchase order and invoice.” This is for commercial contracts only.” ⁱⁱ
- Cooperative Purchasing – Cooperative purchasing agreements may be made by two or more school districts. Any agreement entered into must have the approval of the governing bodies of each district willing to participate, and costs of operation are prorated in accordance with the volume of purchases and utilization of these arrangements by each participating district. Such a joint operation may be effected through a Board of Cooperative Educational Services (BOCES).ⁱⁱⁱ

Examples of cooperative purchasing include:

- **Long Island:** A produce shipper on Long Island rents space in a state-owned warehouse to aggregate produce and make it available to 42 school food authorities on Long Island.
- **New York City:** The New York City Department of Education leverages its buying power by joining Los Angeles, Miami, Chicago, Dallas, Fort Lauderdale and Orlando to bring down the price of products and cooperatively bid. This cooperation occurs under the umbrella of the Urban School Food Alliance.

NEW YORK STATE PATHWAYS FOR LOCAL PROCUREMENT

County-Level Strategies

- Local Purchasing

County Contracts – School districts are permitted by state law to take advantage of county purchasing contracts, providing the program has been authorized by the board of supervisors of the county legislature in which the school district is located.^{iv} School districts can access lower prices and help bring down the price if they piggyback off of county contracts.

Direct Procurement – When compliant with other laws and guidelines, under \$50,000, SFAs may procure using the small purchasing Procurement threshold.^v Recently, the threshold was raised from \$20,000 to \$50,000 for local products only to enable a greater investment in locally-grown products.

Federal-Level Strategies

- USDA Commodities –

USDA Entitlement Programs – USDA Food Programs support domestic nutrition programs and American agricultural producers through purchases of domestic agricultural products for use in schools and institutions. Nutritious USDA-purchased food is available to the following child nutrition programs:

- The National School Lunch Program,
- The Child and Adult Care Food Program, and
- The Summer Food Service Program.^{vi}

TIP

Procuring conventional (non-local) food products with USDA Food frees up USDA cash assistance for local food purchases, helping schools hold down program costs.^{vii}

- DoD Fresh – The Department of Defense Fresh Fruit and Vegetable Program (DoD Fresh) allows schools to use their USDA Foods entitlement dollars to buy fresh produce. As of 2015, schools in 47 states, the District of Columbia, Puerto Rico, the Virgin Islands, and Guam participate; schools received more than \$150 million worth of produce during SY 2014-2015.^{viii}

TIP

Maximizing this option can leave more room in the purchasing budget to invest in local ingredients.

NEW YORK STATE PATHWAYS FOR LOCAL PROCUREMENT

Remember: Documents must be maintained for all procurements.

Records must be maintained to detail the history of the each and every small purchase, including informal procurement:

- Solicitation document - show what was solicited for
- Make sure the solicitation clearly indicates the types of goods or services the SFA needed, or if there was any unreasonable restrictions included in the solicitation
- Responses received (prices/rate quotes)
- Was the evaluation and award done correctly?
- Purchase orders
- Vendor receipts /invoices
- SFAs must be able to document that products purchased by the SFA were solicited



END NOTES

ⁱ Guidelines for Purchasing New York State Products. New York State Office of General Services.
<https://www.nyspro.ogs.ny.gov/content/food-guidelines>

ⁱⁱ Frequently Asked Questions for Group 02450-Food (Commercial) (Statewide) (IFB22688) Award 22794. New York State Office of General Services.
https://ogs.state.ny.us/purchase/spg/pdfdocs/0245022794FAQ_Commercial.pdf

ⁱⁱⁱ Ed Management Services, Purchasing. Child Nutrition Knowledge Center, New York State Department of Education.
<http://www.p12.nysed.gov/mgtserv/purchasing/handbook3.html#chapIVa>

^{iv} Ed Management Services, Purchasing. New York State Department of Education, Child Nutrition Knowledge Center.
<http://www.p12.nysed.gov/mgtserv/purchasing/handbook3.html#chapIVa>

^v Memo on Procurement Thresholds. New York State Department of Education, Child Nutrition Knowledge Center.
<http://www.cn.nysed.gov/content/guidance-procurement-methods>

^{vi} Food Distribution, United States Department of Agriculture, Food and Nutrition Service.
<https://www.fns.usda.gov/fdd/schoolscn-usda-foods-programs>

^{vii} Procuring Local Foods for Child Nutrition Programs Guide, United States Department of Agriculture, Food and Nutrition Service. Food and Nutrition Service.
https://fns-prod.azureedge.net/sites/default/files/f2s/F2S_Procuring_Local_Foods_Child_Nutrition_Prog_Guide.pdf

^{viii} USDA DoD Fresh Fruit and Vegetable Program, United States Department of Agriculture, Food and Nutrition Service.
<https://www.fns.usda.gov/fdd/usda-dod-fresh-fruit-and-vegetable-program>



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