



Local Procurement

Laurie Pennings, MS RD
Courtney Hardoin, MS RD
October 2016



Child and Adult Care Food Program (CACFP)



Tom Torlakson

State Superintendent
of Public Instruction



CACFP Farm to Preschool (F2P) *take ACTION* Challenge Awardees



Three Focus Areas:



- 1. Children Eat Local Foods**
- 2. Children Learn Where their Food Comes From**
- 3. Children Experience Hands-on Learning Through Gardening**



CACFP F2P

take ACTION Challenge Awardees



Three Award Categories



Bronze = 1 F2P activity in each focus area

Silver = 3 F2P activities in each focus area

Gold = 5 F2P activities in each focus area





CACFP F2P

***take ACTION* Challenge Awardees**



Bronze Award



Jamie Bruno

Mission Neighborhood Centers, Inc.



CACFP F2P

***take ACTION* Challenge Awardees**

Bronze Award



Venerice Carter

**Preschool Services Department of San
Bernardino County**



CACFP F2P

***take ACTION* Challenge Awardees**



Gold Award



Juan Gama

Buhach Preschool



CACFP F2P

***take ACTION* Challenge Awardees**



Gold Award



Trudy Adair Verbais

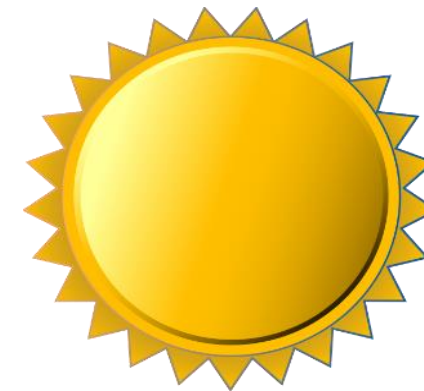
**Child Development Programs
SBCEO**



CACFP F2P

***take ACTION* Challenge Awardees**

Gold Award



Deborah Lynn

KidZKount,

Placer Community Action Council, Inc.



CACFP F2P

***take ACTION* Challenge Awardees**



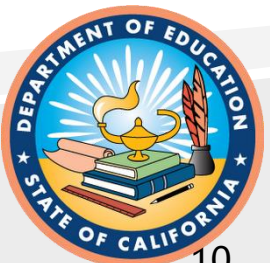
Gold Award



Dianne Russom

**College of the Desert - McCarthy
Family Child Development and
Training Center**

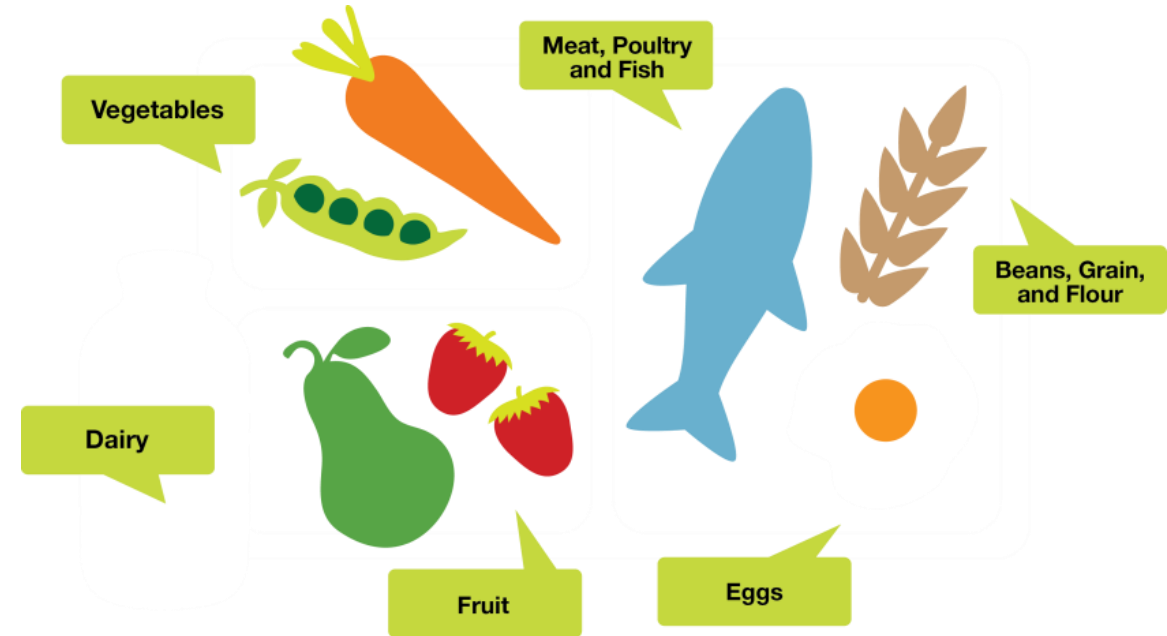
Which food items could be local? (locally grown, raised or produced)



Defining Local

Agencies may develop their own definition of **local** within:

- Their county
- A specific mile radius of their agency
- The state



Buying Local Produce: Grocery Stores



When was the
produce picked?



Buying Local Produce: Farmer's Markets



- Usually inexpensive and very fresh!
- Are they available year round?

National Farmer's Market Directory

<https://www.ams.usda.gov/local-food-directories/farmersmarkets>



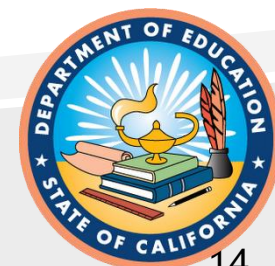


CACFP Procurement Requirements

Child Care Centers participating in the CACFP must have receipts for food purchases.



February 6, 2016	
Name of Farmer:	
Name of Item:	
Cost per pound:	
Pounds purchased:	
Total cost:	





Finding Farms Online

Community Alliance
for Family Farmers

<http://www.caff.org>

California Farmer Marketplace

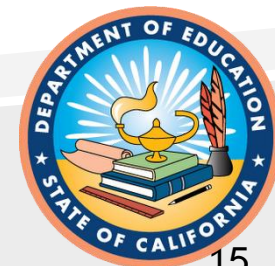
<http://www.cafarmermarketplace.com>

Search for Local Food



FIND YOUR
LOCAL HARVEST

ZIP CODE:



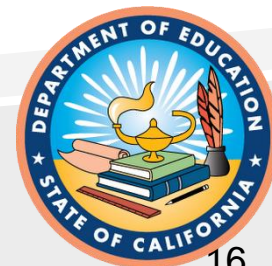


Community Supported Agriculture (CSA)

ORGANIC PRODUCE - FOR HOME AND OFFICE DELIVERY

MIXED FRUIT & VEGGIE	NO COOKING	FRUIT ONLY
		
MIXED FRUIT & VEGGIE	NO COOKING	FRUIT ONLY
Small – \$26.00 Regular – \$33.00 More – \$46.00 Monster – \$58.00	Small – \$26.00 Regular – \$33.00 More – \$46.00	Small – \$26.00 Regular – \$33.00 More – \$46.00
SAMPLE BOXES AND SIZES »	SAMPLE BOXES AND SIZES »	SAMPLE BOXES AND SIZES »

TRADITIONAL CSA	VEGGIE ONLY	OFFICE SNACK PACKS
		
TRADITIONAL CSA	VEGGIE ONLY	OFFICE SNACK PACKS
Regular – \$33.00 More – \$46.00	Regular – \$33.00 More – \$46.00	Mini – \$35.00 Small – \$60.00 Medium – \$85.00 Large – \$110.00
SAMPLE BOXES AND SIZES »	SAMPLE BOXES AND SIZES »	SAMPLE BOXES AND SIZES »





Request for Information

Request for Information is used to:

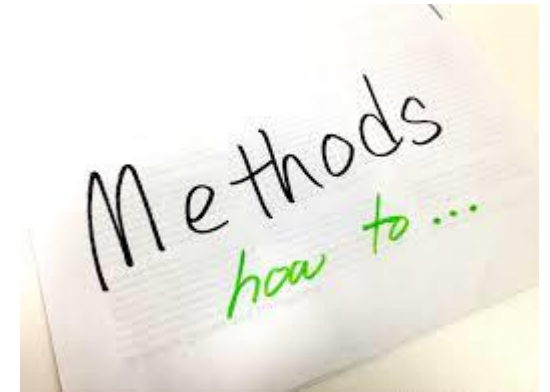
- Conduct market research
- Design bid documents
- Assess local availability
- Decide what products to solicit locally





Informal Procurement Methods

- **Micropurchase**
 - $\leq \$3,500$ per purchase
 - Quotes are not required
 - Purchases must be distributed equitably
- **Small purchase**
 - $> \$3,500$ and $<$ small purchase threshold
 - Quotes are required—recommend in writing
 - Award to lowest quote



Harvest of the Month Activity



Working in groups, you will:

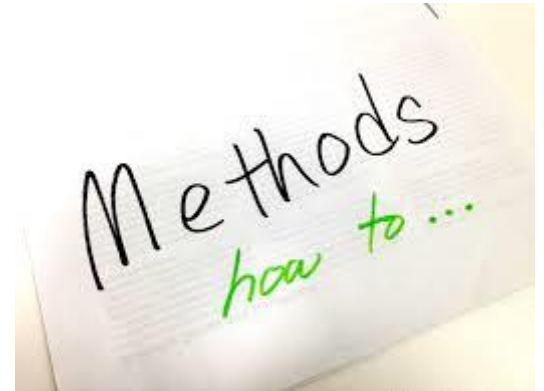
- Review seasonality charts of four local farmers
- Identify fruits or vegetables to purchase during one season (three months)
- Develop menu items using seasonal fruits/vegetables
- Develop questions to ask four farmers
- Talk to farmers
- Select a farmer to purchase your fruits/vegetables





Formal Procurement Methods

- > Small purchase threshold (typically \$150,000)
- Two types:
 - Invitation for Bid (IFB)
 - Choose lowest price
 - Request for Proposal (RFP)
 - Choose highest scoring proposal



Local Cannot be Required

Agencies may not:

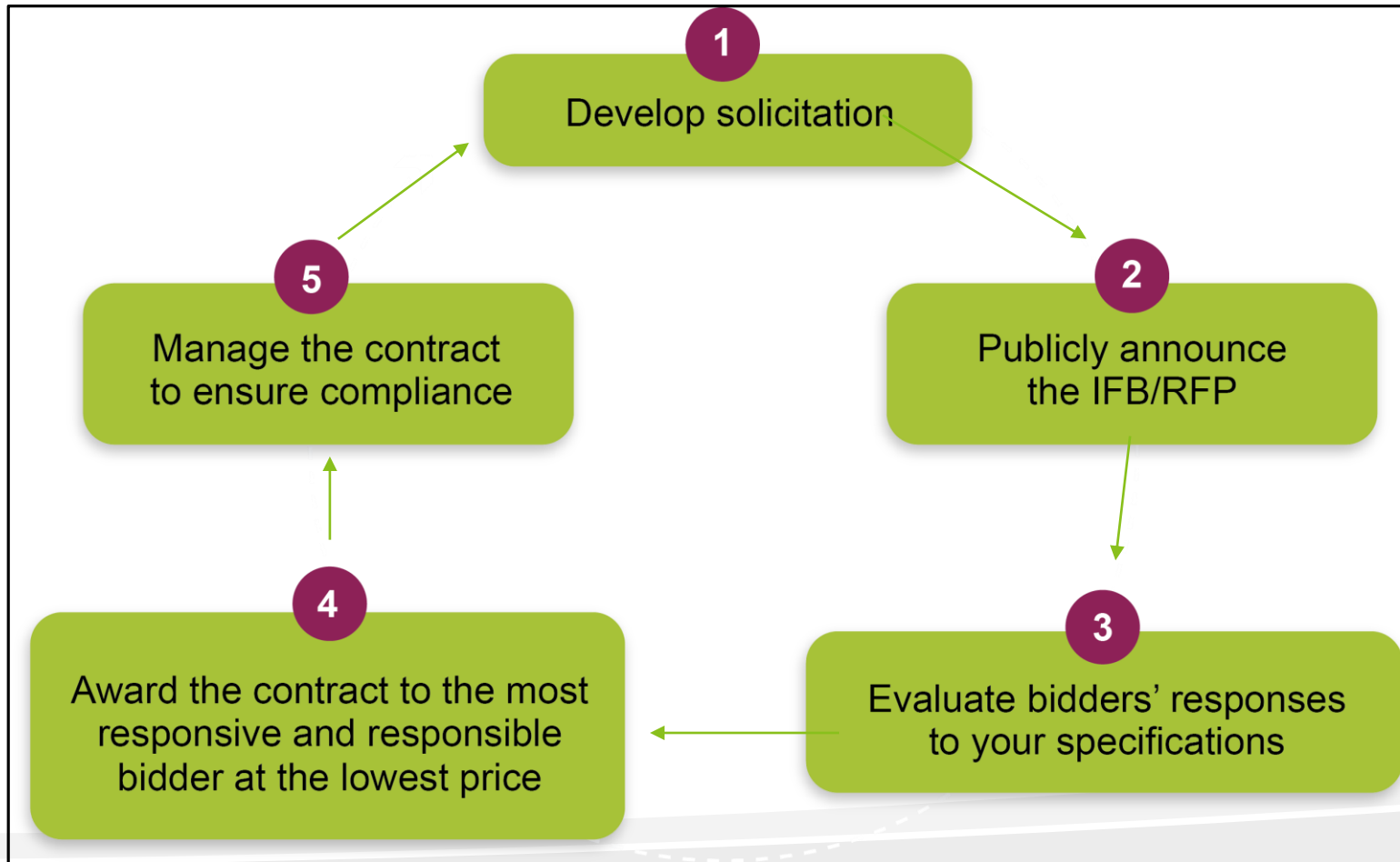
- Include a specification that requires food to be **locally grown** or produced within a specific radius

Agencies may:

- Give a **geographic preference** for **unprocessed agricultural products**, both locally grown and raised



The Formal Procurement Process



IFB versus RFP

WHICH
ONE?

IFB

- Used when there is no substantive difference among the products or services that meet specifications
- Contracts are awarded on the basis of price

RFP

- Used when the product or service delivered varies from one vendor to another
- Proposals are scored based on predetermined criteria
- Price is the highest weighted factor, but not the sole factor in determining the award





IFB versus RFP

WHICH
ONE?

IFB

- Sealed bids are opened publicly at a predetermined time and date
- No negotiation of price or terms

RFP

- Proposals are not opened publicly
- Negotiation of price and services may occur prior to award





RFP Scoring Criteria

- Include RFP scoring criteria in the solicitation document
- Assign a point value, percentage, or scoring system for each factor to be evaluated
- No prescribed maximum evaluation points
- Cost should be the highest weighted factor (but does not need to be 50 percent or more of points)



Example—RFP Scoring Criteria

Criteria	Points
Menu—nutritious, whole grains, fresh fruits and vegetables, hot menu items, culturally appropriate items for participants*	25
Taste test—children find menu items appealing**	20
Experience and references—demonstrate successful experiences with child nutrition programs of similar size	20
Cost	35

* include definition and description of **culturally appropriate**

** provide detailed procedures for conducting taste tests





Allocating Points for Cost

Allocate points to each vendor for cost in relation to the lowest price vendor. For example:

- Lowest price vendor = \$160,000 receives 35 points
- Second lowest price vendor = \$170,000 which is 6 percent higher than the lowest bid. (170,000 divided by 160,000 = 1.06 percent)
- 33 points is given to the second lowest priced vendor ($35 \times .94 = 32.9$ or rounded to 33 points)





The Geographic Preference Option



What the Legislation Says

Section 2403 of the 2008 Farm Bill states . . .

“The Secretary shall allow institutions receiving funds under this Act ... to use a geographic preference for the procurement of unprocessed agricultural products, both locally grown and locally raised.”



Allowable Food Handling and Preservation Techniques for Geographic Preference

- Washing
- Refrigerating or freezing
- Peeling, slicing, dicing, cutting
- Chopping, shucking, grinding
- Forming ground products into patties without additives or fillers
- Drying or dehydration



Allowable Food Handling and Preservation Techniques for Geographic Preference (cont)

- Packaging
- Vacuum packing and bagging
- Adding ascorbic acid or other preservative to prevent oxidation
- Butchering livestock and poultry
- Cleaning fish
- Pasteurizing milk



Unallowable Food Handling and Preservation Techniques for Geographic Preference

- Canning
- Heating (baking, cooking)
- Additives or fillers





Quiz: Which of the following products
qualify as **unprocessed**?





Dried Beans



Canned Beans





Hummus





Mixed Color Carrots



Mixed Frozen Peas and Carrots



Whole Apples



Tortillas



Raw Beef Patties



It depends on
what was
added to the
meat



How to Incorporate the Geographic Preference Option

- 1) Define local
- 2) Determine what type of procurement method to use
- 3) Decide how much **preference** local products will receive
- 4) Ensure the solicitation is clear how the preference will be applied



Example—Geographic Preference in an RFP

Criteria

Points

- Each month a different locally grown fruit or vegetable is highlighted and repeated in different forms on the menu 5 points
- At least 50 percent of produce on the menu is locally grown 5 points



Using the Geographic Preference Option in a RFP

Second Example:

Points are given for the percentage of local produce in menus.

- 100 percent = 20 pts
- 75 percent = 15 pts
- 50 percent = 10 pts
- 25 percent = 5 pts





Geographic Preference in an IFB

Agencies may reduce the bid price if the geographic preference option can be met by the vendor. The price reduction is determined by the agency.

Vendor	Bid Price	Price Reduction	Total
A	\$3.35	-\$0.30	\$3.05
B	\$3.20	-	\$3.20
C	\$3.10	-	\$3.10

The reduction in bid price using the geographic preference option is solely used to determine the award. Agencies must pay the vendor the bid price.





Questions?

CACFP Contact List

Visit the CDE CACFP Web page at

<http://www.cde.ca.gov/ls/nu/cc/cacfpcontact.asp>

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