

ACDA ANNUAL CONFERENCE

Coming Together to Nourish the Nation



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Marriott St. Louis Grand
St. Louis, Missouri

Today's Speakers



Jill Kidd
Urban School Food Alliance



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Affinity Sales

Procurement

A multi-step process for obtaining goods, products, and/or services at the best possible price.

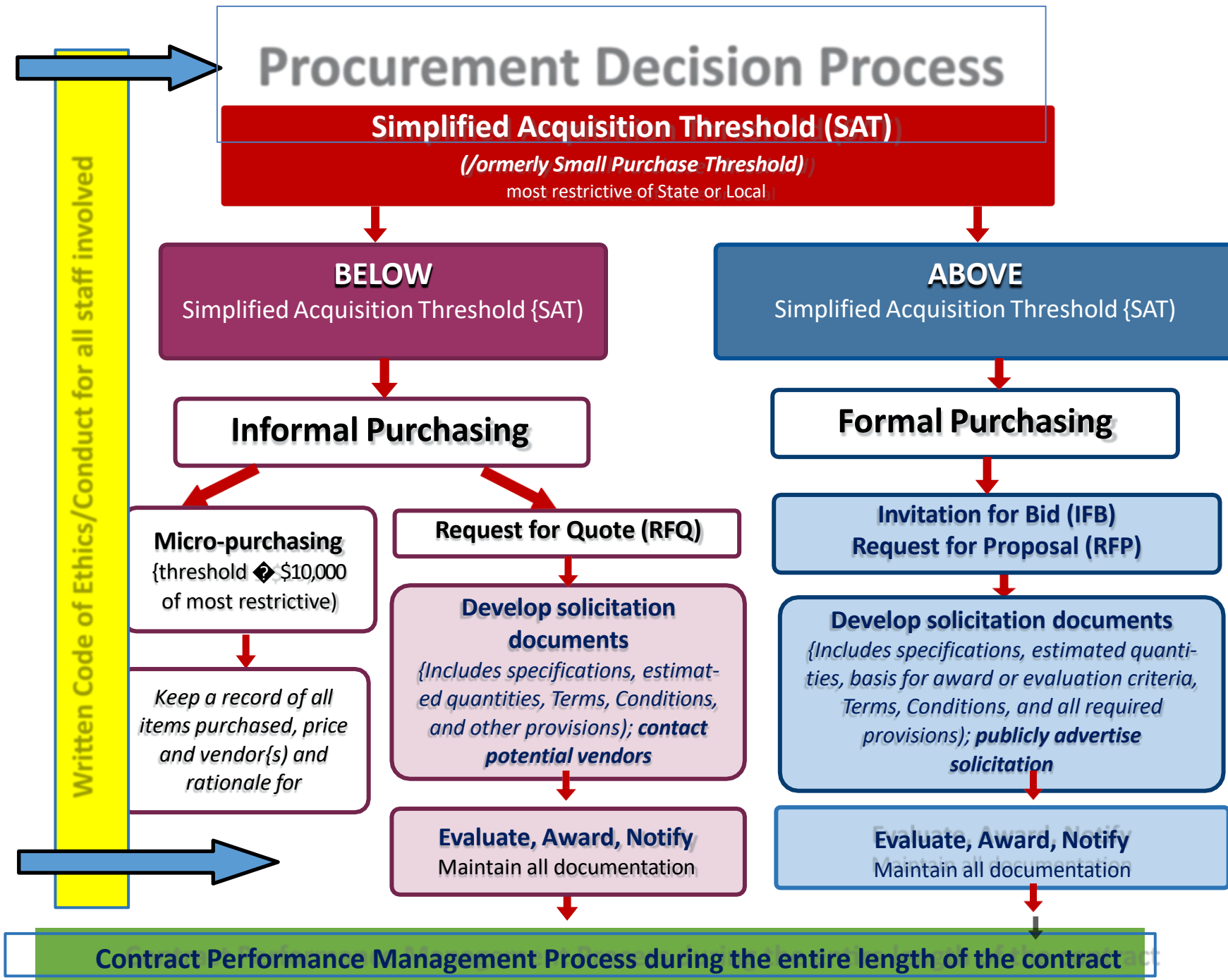
Requires proper planning and a systematic approach.

Federal Procurement

- 2CFR 210.318-210.326
- Buy American
- Code of Conduct
- Written procurement procedures
- RFP/IFB
- Procurement of local foods
- History and records



Determining the Procurement Method



Procurement methods

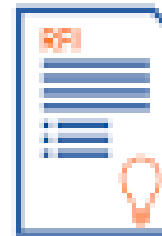
- Informal
 - Micro
 - Small
- Formal
 - IFB
 - RFP
- Sole source and emergency

Which RFX is right for you?

An RFI, RFQ or RFP selection guide

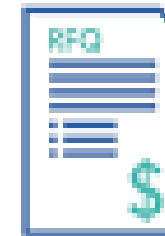
RFI
Request
for information

|
Educates



RFQ
Request
for quotation

|
Quantifies



RFP
Request
for proposal

|
Compares



The Solicitation

- Letter of invitation
- Intent of procurement
- Length of procurement
- Submission procedures
- Timeline
- Civil Rights statement
- Code of conduct
- Specifications
- Quantity
- Buy American
- Contract information
- Required documentation

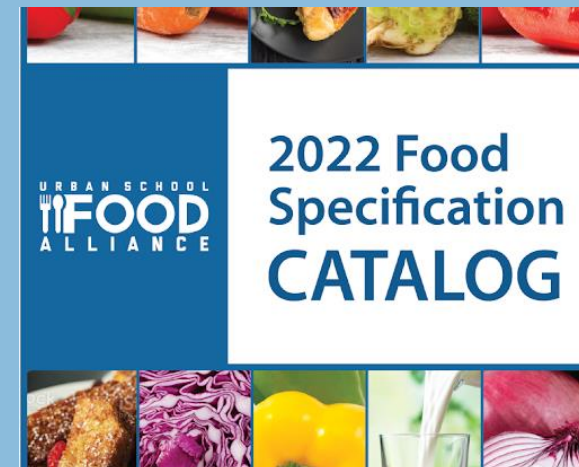
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Specifications

Specification layout

Name, Description, Case pack and weight, Min. and Max. size and pieces, Main ingredient(s), Prohibited ingredients, Nutritional standards, Unit on which award is made, Quality indicators, Meal pattern requirements/Child Nutrition (CN) label, GTIN

[Specifications Catalog](#)



Evaluation of purchasing practices

RFP

Length of contract

Cooperatives

GPO

Prime Vendor

USDA Foods further processing

Planning and Forecasting

Planning

Cycle menu

Core ingredients

Specifications

Review of ingredients/Sampling

Bid Calendar

Budgeting

Why Forecast?

Creating a Forecast

- Establish the cycle menu for the year
- Determine how many servings of beef product will be needed
- Using the calculator determine:
 - How many servings of gr. beef will be needed for the SY?
 - How many pounds of gr. beef will be needed from vendor to meet 75% of the district needs?
- How many cases of finished beef does the order represent?
- By Manufacturer list the SKU to be purchased for the year
- Using a monthly calendar
 - List the number of cases by SKU to be used by the month
 - Consider vacation days, special menu promotions, testing days, graduation events
 - Include all USDA Foods processed, DoD and direct delivery in forecast
 - Allow for some flexibility
- Plan monthly meeting with vendors/brokers, distributor for review and adjustment
- Purchase what you awarded

Contract management

- Monitor and enforce contract for duration of contract

Resources

- [Commodityfoods.org](https://www.commodityfoods.org)
- [2 CFR 200.316-200.328](#)
- [School Nutrition Association](#)
- Resources included in the Procurement and Planning Study Guide

QUESTIONS?