

ACDA ANNUAL CONFERENCE

Coming Together to Nourish the Nation



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Viewing Procurement Through a New Lens

Change is Inevitable

Today's Speakers



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Procurement Beyond Regulations and Policies

What impacts good procurement?

- Local SFA policies
- Outdated practices
- Lack of procurement knowledge
- Federal - familiarity with regulations
- State - interpretation of regulations, training



URBAN SCHOOL FOOD ALLIANCE Procurement Self-Assessment Tool



School districts that tailor school food service procurement policies and procedures using best practices from commercial food service achieve benefits in food quality, supply chain and food cost.

Districts receiving federal funds through the operation of the NSLP, SBP, CACFP, SFSP must follow [USDA procurement regulations](#), not Education Department of General Administrative Regulations (EDGAR). This self-assessment tool measures procurement strategies beyond compliance with federal regulations that can result in better food, controlled costs, and improved chain.

INSTRUCTIONS

1. Review the tool before beginning. (Helpful Definitions can be found in Appendix).
2. Review the procurement policies and procedures used to purchase food in the district. Check the statements that reflect the current procurement practices for food.
3. Ask the Food Service Director to independently conduct the self-assessment in addition to the School Business Official.
4. Tally the Scores.
5. Discuss the results with stakeholders. Choose unchecked best practices to implement.

THE PROCUREMENT PLAN

- A Food Service Subject Matter expert leads the food procurement process.
- The bid timeline reflects best practices discussions with vendors, is clearly outlined including pre bid meeting, question period, submission deadline, award of contract, and service period.

The Procurement Plan Subtotal ___ / 2

THE SOLICITATION FOR FOOD

- The procurement method is determined using the [federal procurement thresholds](#) not more restrictive district thresholds.
- A Request for Proposal (RFP) is used for the formal procurement method using several factors to evaluate the proposals.
- Utilize a comprehensive electronic solicitation process including submission of bid responses.
- Clear information is provided about the evaluation criteria for the solicitation. Price must be a primary factor but is not required to be 51% or greater.
- The bid period is 1 year renewable for 4 additional years, with scheduled contract review and economic price adjustment clause with 6-month price adjustment based on established [market reports](#).
- Includes criteria for changes to the contract for the addition or removal of products, changes in volume, piggybacking or other contract modifications. A [material change in the contract may require a rebid](#).
- Prime Vendor is used for 70-85% of food and supplies. A secondary vendor is selected to encourage smaller vendors and reduce supply chain interruptions.

The Food Solicitation Subtotal ___ / 7

TECHNICAL REQUIREMENTS

- Specifications are a concise statement of a set of requirements to be satisfied by a product including GTIN.
- Accurate volume in solicitation is based on cycle menu, standardized recipes, and usage forecasts.
- Logistics - minimize the number and frequency of drops, utilize a district warehouse or dispersed production hubs.
- Remove restrictions on delivery times and location restrictions to offer a broad delivery window and facilitate delivery, optional night drop delivery.
- Pay invoices in 14 days to take advantage of quick payment incentives and operate more like a commercial account for more favorable prices and interest from vendors.

Technical Requirements Subtotal ___ / 5

MENU

- Cycle menus are written to utilize each item in 4+ recipes.
- Cycle menus include planning for USDA Foods.
- Simplify menu choices to reduce waste and production costs.
- Use local or regional foods to stabilize the supply chain and increase sustainability.
- Conduct a food cost analysis of the planned menu and modify it to meet food cost targets.
- Identify menu items that have low participation and have a process to replace these items.

Menu Subtotal ___ / 6

Examine Your Procurement Policies Practices

Conduct a self assessment

- Menu
- Dairy
- USDA Foods
- [Procurement Self Assessment](#)
- The procurement plan
- The solicitation for food
- Technical requirements Contract management
- Outsourcing procurement
- Values Based Procurement

Menu

- Cycle menus
- USDA Foods
- Simplify

- Local and regional food
- Food cost analysis

The screenshot shows a web browser displaying the menu for Acreage Pines Elementary. The page is titled "Lunch" and features a navigation bar with tabs for "Breakfast", "Lunch", "Pre K Breakfast", and "Supper". The "Lunch" tab is selected. Below the navigation bar, there is a calendar view for February, showing the menu for the 29th, 30th, 31st, 1st, and 2nd. The menu items are listed in a grid format, with some items including "offered with" options. A "FREE LUNCH" announcement is visible on the right side of the page, stating that all school lunches are free in Palm Beach County. The page also includes a "Filters" button, "Carb Counts", and a "Print" button.

29 Mon	30 Tue	31 Wed	1 Thu	2 Fri
Breaded Mozzarella Cheese St...	Cheese Pizza Crunchers	Asian Chicken Bites	Salisbury Steak	School Food Service Celebrates Black History Month!
offered with	Hot Dog	offered with	offered with	Dill Chicken Bites
Marinara Dipping Cup	Strawberry Yogurt Parfait	Dinner Roll	Beef Gravy	offered with
Beef Nachos w/ Tortilla Chips	offered with	Macaroni & Cheese	and	Brown Rice
Chocolate Chip Muffin Platter	Graham Crackers	offered with	Dinner Roll	Mini Twin Cheeseburgers
Soy Butter Sandwich Platter	Turkey & Cheese Sandwich	Dinner Roll	Cheese Pizza	Chocolate Chip Muffin Platter
or	BBQ Baked Beans	Garden Salad w/Egg & Cheese	Peach Yogurt Platter with Roas...	Featuring:
PB & J Grape Sandwich Platter		offered with	Turkey & Cheese Sandwich	Southern Green Beans
Steamed Broccoli		Savory Wheat Crackers	Mashed Potatoes	
		Soy Butter Sandwich Platter	offered with	

Dairy

- Adequate milk storage - less than 3 deliveries per week to increase drop volume.
- Milk contract - multiyear with economic price adjustment clause
 - USDA Market Administrator – Central Federal Order for raw milk minimum prices for the relevant period and region.
- Shelf stable milk - reduce delivery frequency, storage costs, waste, refrigeration needs and energy costs.



USDA Foods

- Use 100% of [entitlement](#) by February of the school year to allow opportunity to receive and use bonus USDA Foods from other Recipient Agencies.
- USDA Food is not free.
 - donated food value + processing fee + storage and state fees = total food value.
- Utilize third party USDA Foods trackers ([K12 Food Service](#), [Processor Link](#),) to track utilization and draw down of entitlement.



The Procurement Plan

Lead

- Food Service subject matter expert leads the process
- Good vendor relationships can inform process improvement

Open

- Transparent process open to vendors of all sizes
- Not too restrictive

Timeline

- Develop timeline in consultation with vendors to obtain best response
- Adequate time for bid response

The Solicitation

- Federal procurement thresholds
- RFP
- Comprehensive electronic solicitation
- Long term bid opportunity
- Evaluation criteria
- Opportunity for changes
- Prime vendor
- What service are you looking for?

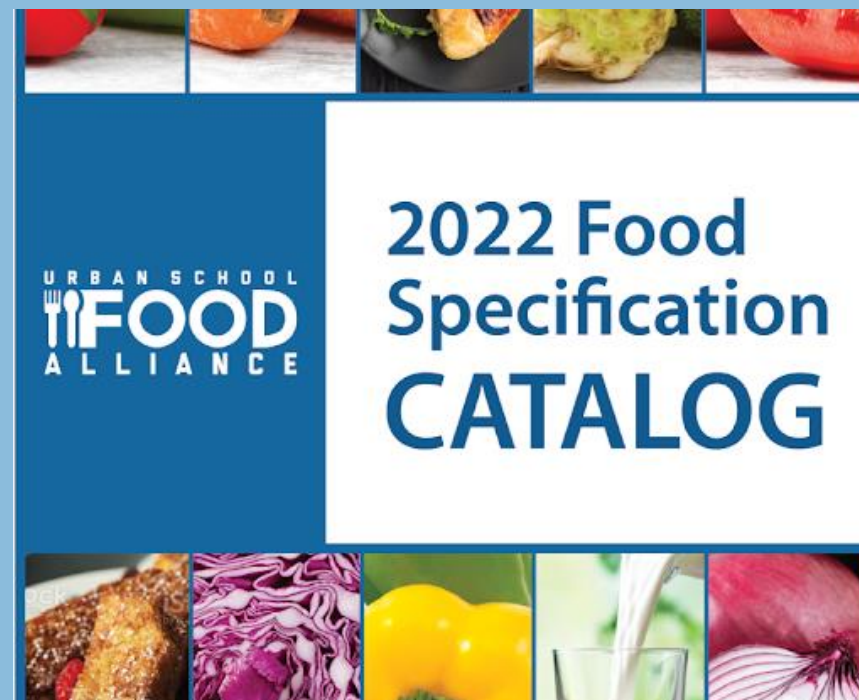
Technical Requirements

- Specifications

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](#)

- Volume
- Logistics
 - Reduce # and frequency of drops
 - Reduce delivery restrictions for a broad delivery window
 - Procedure in place for dealing with mishaps and mistakes
- Quick Payment



Contract Management

- Purchase commitment
- Forecast monthly
- Contract performance meetings



Outsourcing Procurement

- Cooperatives
- Rebates and points programs
- GPO



Values Based Procurement

- Identify district values-based procurement goals
- [Local procurement](#)
 - Define local for the district- there is no federal definition
 - Maximize federal, state, and local incentives.
- Sustainability
- [Ingredients of Concern](#)
 - Ingredient Guide for Better School Food Purchasing
 - Green Onion
 - No antibiotics ever
- MWBE, small business, and minority goals

Resources

[Procurement Self Assessment Tool](#)

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